

Walnut Hill Community Church

Position Description

v. 4.14.26

Position: Finance Manager

Reports to: Lead Pastor, Executive

Hours: Part-Time (27–30 hours/week)

Position Summary

Walnut Hill Community Church is a nondenominational church governed by a Board of Elders and led by a Lead Pastors Team. With approximately 30 full-time equivalent staff and a \$4 million annual operating budget, the church serves a congregation of more than 2,000 people across four campuses and an Online Campus.

The Finance Manager serves as the day-to-day leader of the Finance Office, working closely with the team to provide direction, coordination and support, ensuring strong financial operations and equipping staff to steward resources with integrity and excellence.

This is a hands-on leadership role that combines team leadership with active involvement in financial operations and regular participation in core financial tasks (e.g., payroll, reporting, reconciliations and expense review).

The Finance Manager will develop a deep understanding of all finance functions, serve as a backup across key responsibilities, and take ownership of financial systems, processes and accuracy.

This role is ideal for someone who enjoys both leading people and engaging directly in the details of financial operations.

Key Characteristics

- A strong sense of calling to serve the mission and vision of Walnut Hill
- A hands-on, detail-oriented leader who enjoys doing the work and leading others
- A relational leader who builds trust while maintaining clear accountability
- A dependable, systems-minded operator who ensures follow-through and excellence

Core Responsibilities

1. Finance Office Leadership

- Lead the Finance Office team with a collaborative team approach, while maintaining clear accountability and decision-making authority.
- Foster a healthy, supportive, and high-accountability team culture.
- Maintain effective oversight and partnership with the outside accounting firm.

2. Hands-On Financial Operations

- **Oversee and take responsibility for the church's financial cadence**, ensuring all daily, weekly, monthly and annual financial processes (e.g., payroll, accounts payable, reporting, budgeting and audit preparation) are executed accurately and on time.
- **Maintain a working knowledge of all core financial functions** and provide hands-on support or backup when needed, ensuring continuity, accuracy and shared ownership across the team.
- **Oversee and actively participate in the payroll process**, including preparation, review and final approval, while coordinating with the external accounting firm to ensure accuracy, compliance and timely execution.
- **Oversee cash management**, including monitoring cash flow, maintaining appropriate account balances, and ensuring funds are available to meet ongoing operational needs.
- **Oversee core financial functions and provide support** or backup as needed, including:
 - Accounts payable and reimbursements
 - Accounts receivable and banking deposits
- **Oversee, guide and regularly perform key financial functions, including:**
 - Financial reporting and variance analysis
 - General ledger review, coding accuracy and overall integrity of the church's financial data
- **In partnership with the team and accounting company, prepare and post journal entries** as needed, including recurring and adjusting entries, ensuring accuracy and proper alignment with the general ledger and chart of accounts.
- **Ensure accuracy, timeliness and integrity across all financial processes** with clear ownership and accountability.

3. Financial Systems and Process Ownership

- Become the primary internal expert in all financial systems (e.g., ACS, Realm, ADP, Concur).
- Maintain system accuracy, proper usage and reporting capabilities.
- Identify and implement process improvements to increase efficiency and reduce risk.
- Ensure strong internal controls are consistently followed.

4. Financial Reporting and Budget Support

- Review monthly financial reports and budget comparisons.
- Partner closely with the Associate Director of Administration to monitor and manage facilities-related budgets, providing regular financial insight, tracking and accountability for one of the church's largest areas of spending.
- Identify and communicate key trends, variances and risks.
- Support the Lead Pastor, Executive in forecasting and financial planning.
- Help lead and execute the annual budgeting process.

5. Audit, Compliance and Risk Management

- Lead preparation for the annual audit in partnership with staff and the accounting firm.
- Ensure compliance with applicable financial, tax and nonprofit regulations (including ECFA standards).
- Oversee insurance policies (liability, workers comp, etc.) and risk management processes.

6. Donor Care and Financial Stewardship Culture

- Help develop and maintain systems for donor acknowledgment and communication.
- Support a culture of generosity and stewardship across the church.

7. HR and Payroll Administration

- Oversee payroll processes and ensure compliance with tax and employment regulations.
- Administer employee benefits and serve as liaison with providers.
- Maintain employee records (e.g., I-9s, housing allowances, benefits).
- Support hiring processes and compensation planning as needed.
- Handle all payroll, compensation and employee information with strict confidentiality, discretion and pastoral sensitivity, recognizing the trust and responsibility associated with access to sensitive data.

8. Additional Responsibilities

- Maintain banking and financial institution relationships.
- Support financial aspects of contracts, agreements and legal matters as needed.
- Provide operational support for special projects and initiatives.

First 90 Days (Key Expectations)

- Learn and perform each core finance function (AP, payroll, reporting, etc.).
- Demonstrate working knowledge of all financial systems (ACS, ADP, Realm, Concur).
- Build strong, trust-based relationships with finance staff and key leaders.
- Identify opportunities to strengthen processes, improve clarity and reduce risk.

Sample/Proposed Schedule

This position is primarily in-office to support collaboration with staff and oversight of financial operations, with limited flexibility for remote work as appropriate.

- **Monday:** 9 a.m. – 3 p.m. (6 hours)
- **Tuesday:** 9 a.m. – 2 p.m. (5 hours)
 - *Monthly Finance Team Meeting from 6-7:30 p.m. via zoom*
- **Wednesday:** 10 a.m. – 2 p.m. (4 hours)
- **Thursday:** 9: a.m. – 3 p.m. (6 hours)
- **Friday:** 10 a.m. – 2 p.m. (4 hours)
- **Saturday:** off
- **Sunday:** 10:15-12:15 p.m. (Periodically: 2 hours)
- **Off-Hour Email:** (2 hours)

Qualifications, Gifts and Strengths

- Deep commitment to Jesus Christ and alignment with Walnut Hill’s mission, vision and doctrine (church membership required)
- 5+ years of hands-on experience in accounting, finance operations or bookkeeping
- Experience with payroll, reporting and financial systems preferred
- Experience with Microsoft 365 applications, including proficiency in Excel and working with pivot tables
- Understanding of non-profit accounting, including restricted net assets
- Demonstrated ability to execute detailed work and lead others effectively
- Strong organizational, analytical and communication skills

- Relational intelligence with the ability to build trust and provide clear direction
- High level of integrity, dependability and follow-through
- Demonstrated ability to handle confidential and sensitive information with discretion, wisdom and care
- Comfortable working in a dynamic, ministry-oriented environment
- Employment contingent upon successful completion of a background check