

**MINISTRY**



**POSITION**

**POSITION**

**Finance & Stewardship** **Finance Manager**



**POSITION FOCUS**

The focus of the Finance Manager is to provide strategic administrative leadership to facilitate the overall development and implementation of the financial activities of Centre Street Church. This is a key management role with responsibility to develop, monitor and report on all aspects of this area. The Finance Manager will report to the Pastor – Stewardship, Finance & Operations.



**POSITION QUALIFICATIONS**

The Finance Manager will:

* Be a person who is eagerly pursuing the life of a fully devoted follower of Christ.
* Be passionate about helping staff, members and attendees of Centre Street Church understand the Biblical directives of handling funds and establishing transparent policies surrounding all areas of church finances.
* Have significant years of proven experience as a leader in financial management and reporting, with a preference given for not for profit agency financial experience that has focused on the financial aspects of the organization.
* Proven ability to attract, empower, develop and retain volunteer leaders to do the work of ministry.
* Have the primary spiritual gifts of administration and leadership.
* Possess appropriate post-secondary training in the not-for-profit aspects of finance and insurance, with a formal accounting designation and a strong understanding of accounting principles.
* Be dedicated to excellence.
* Have strong working knowledge of Excel, Word and appropriate financial software, along with the ability to learn and operate church accounting software.



PERSONAL STANDARDS

As a team player on the ministry team at CSC, the Pastor – Finance & Stewardship Ministries shall adhere to the following standards:

* Become a member of CSC within one year.

* Understand, support and live out CSC’s Biblical Purpose, Vision, Mission, Strategy, and Evidences of a fully devoted follower of Jesus Christ as defined by CSC’s Directional Statements.
* Adhere to and uphold the Personnel Policies, Team Values and Lifestyle Agreement of CSC.
* Execute the role to the glory of God.



POSITION DESCRIPTION

The Finance Manager will work as a team member at Centre Street Church to:

* Develop strategies, together with the Pastor of Finance, Stewardship and Operations to help model and communicate Biblical values in finance related activities.
* Discover, Develop and Deploy volunteer leaders who will do the work of ministry.
* Participate in the development and implementation of annual budgets, as required by the Board of Governors of CSC.
* Manage the insurance requirements for CSC assets and activities.
* Manage staff and volunteers to support the accounting and reporting of CSC resources, and undertake specific financial duties as to be determined.
* Oversee the day to day financial activities of CSC.
* Facilitate an annual external audit of all CSC financial activities, and report, in conjunction with the Pastor – Finance, Stewardship & Operations, progress of the audit to the Finance & Audit Committee of the Board of Governors.
* Function as the primary Financial Manager of CSC. Provide senior staff with data required to create comprehensive reporting to CSC Management, the Finance & Audit Committee and Board of Governors.
* Provide special project support as requested by the Pastor – Finance, Stewardship & Operations.

**POSITION TYPE SUPERVISOR POSITION SALARY**



Permanent full-time Pastor of Finance, Negotiable within the Stewardship & Operations salary guidelines of

CSC.