



HELPING PEOPLE FIND AND FOLLOW JESUS SEVEN DAYS A WEEK

**Position:** Finance Manager

**Location:** La Mesa, CA

**Weekly Attendance:** 3000

## THE ROLE

The Finance Manager leads the business staff and performs routine tasks necessary to the operation. Duties include bookkeeping and data entry, income management, creating and distributing reports, payroll and completing assigned projects.

Skyline Church is a multisite, multi-generational congregation with one campus in La Mesa, CA., one campus (Seven Church) in Lakeside, CA., and a third micro-site in Clifton, KS.

The Finance Manager reports directly to the CFO and serves the operational needs of all campuses and locations. This position offices in the business suite of the La Mesa Campus.

## TEAM MEMBER EXPECTATIONS

- Strong, demonstrated relationship with Jesus Christ.
- Faithfully committed to personally follow and apply biblical principles and possess a high level of integrity, loyalty, and honor for Godly leadership.
- Spends time in prayer and the study of God's Word on a daily basis.
- Practices Biblical tithing.
- Current with church business practices through various resources and conferences.
- Displays a continuous practice of leadership and humility.
- Experienced in identifying, training and coaching team members.
- Excellent written and verbal communication skills.
- Detail oriented and administratively strong.
- A healthy chemistry with the leadership, members, and culture of the church.
- Adopts the church's core values and culture
- Self-led, self-starter, and goal-oriented worker.
- Results driven with a common focus of excellence throughout every assigned task.
- Currently a member of Skyline Church or willing to become one.

## RESPONSIBILITIES

**JOB DUTIES** (include but are not limited to): This position is responsible for all accounting and finance functions, including accounts payable, contributions, accounts receivable, payroll, budget, and financial reporting of the church. The Finance Manager must be able to work well in a team environment and direct duties of all clerical staff. This person will assist in the development of the annual church budget and provide staff with monthly budget updates for each department. He or she will oversee church banking and credit relationships. He or she will coordinate payroll and taxes with the church payroll service. The Finance Manager will also oversee all insurances (employee, property, auto). The Finance Manager will partner with the executive team to onboard new employees, specifically as it relates to payroll and benefits.

This position requires self-motivation, attention to detail and ability to complete tasks in a timely manner.

### **REQUIREMENTS**

- Bachelor's degree with focus in accounting or four years of professional experience.
- Minimum two years' experience managing accounts payable or revenue for an organization with gross annual revenue of \$500,000 or more.
- Detail-oriented, organized, with focus on executing daily and weekly procedures. Ability to create procedures.
- Proficient with Microsoft Excel and Quickbooks.
- Preferred proficiency with Paychex or other payroll service.

### **BENEFITS**

- Competitive pay
- Medical
- Paid vacation, holiday and sick time
- Childcare tuition paid (Skyline Learning Center)
- Paid professional development days

### **TO APPLY**

Please submit resumes to Janet Stucke via email: [jstucke@skylinechurch.org](mailto:jstucke@skylinechurch.org)