



FINANCE SPECIALIST

REPORTS TO Pastor of Finance
CLASSIFICATION Full Time, 40 hours per week
EXEMPTION Ministerial Exception

POSITION SUMMARY

This role's primary focus is to process the day-to-day financial transactions of the church. This includes counting contributions, processing invoices, and running financial reports.

GIFT BASE

- Integrity
- Self-Leading
- Organized
- Analytical
- Detail Oriented
- Flexible
- Technical
- Problem Solver

ROLE REQUIREMENTS

- A passion for following Jesus and unity with the vision of Valley Creek
- Has a spiritual depth and maturity that allows them to lead others to more freedom in Christ
- Proven experience in financial management and accounting, preferably in a nonprofit context (CPA not required)
- Strong attention to detail and accuracy in data entry and financial calculations
- Excellent proficiency in Microsoft Office applications, advanced Excel skills preferred
- Ability to learn new skills and knowledge base in a self-development context
- Commitment to maintaining confidentiality and handling sensitive financial information with discretion and professionalism

ROLE RESPONSIBILITIES

- Process accounts payable and contribution deposit transactions accurately and timely, including vendor payments, invoice processing, and donation recording
- Reconcile bank statements, credit card statements, and other financial accounts to ensure the accuracy and completeness of our financial records
- Maintain organized, up-to-date, and easily accessible financial documentation in physical and digital formats
- Support the Pastor of Finance in preparing monthly financial statements, budget variance analysis, and other financial reporting
- Assist in monitoring and enforcing internal controls to prevent errors, fraud, and financial mismanagement
- Lead public and private prayer and scripture reading with and for Finance Serve Team and Leaders. Personally model our Kingdom culture and values as documented in our Staff Handbook.
- Lead a Circle - responsible for the spiritual guidance and discipleship of people of the church
- Is considered a spiritual leader of our church and has the authority to baptize and administer communion
- This is not an exclusive list of responsibilities, other tasks may be assigned according to ministry needs



WORK HOURS

- Work hours are Monday-Friday, 8:30am-5pm
- Required to work during all worship experiences on Christmas Eve and Easter, as well as other possible events outside of normal working hours