

## Office & Finance Manager

**Full-time** - Salaried, 40-45 hours/week, Health Insurance/Retirement Benefits

**Role location:** Atlanta, GA, USA

**Date Posted:** July 30, 2018

### **Job Overview:**

The Office & Finance Manager is responsible for the day-to-day operations of the office and financial processes, ensuring efficient and effective operations, and coordinating all issues affecting the daily operations of the office and financial processes. The Office & Finance Manager will work under the direction of the Executive Director to ensure the needs of the office and staff are met in a timely manner. This is a great opportunity for an operations-minded candidate with significant finance/office management experience, and a proven track record of creative problem solving and strong organization skills.

### **Supervisor:**

Executive Director

### **Duties/Responsibilities:**

The Office & Finance Manager will be responsible for the following office, financial, and donor management duties...

#### ***Accounting/Finance Management :***

- Process all income received in the mail, during Sunday gatherings, and online, and execute all bank deposits/transactions
- Manage all financial income data and reporting within the contact/donor management system
- Review all bills for any errors/discrepancies before processing for payment
- Liaise with our third-party accounting/financial services provider (*DIME*) handling accounts payable, financial reporting, and all other financial processes/requests and ensure they are executed accurately and timely
- Liaise with DIME and the Grace Family to create custom financial reports requested by the Executive Director, Board, etc
- Manage expense reimbursement system, provide staff training, and ensure all reimbursements are processed accurately and efficiently
- Oversee monthly credit card reconciliation
- Collaborate with Executive Director to develop and implement appropriate financial/budget policies, procedures, and internal controls
- Provide monthly income totals to Communications Director for public reporting
- Have a clear understanding of all budget accounts and ensure all expenses are allocated to appropriate accounts
- Send monthly budget reports to all budget owners, and make requested budget revisions

#### ***Office Management :***

- Manage the office, ensuring effective telephone, mail communications and office cleanliness and professional image
- Track, order and organize all office supplies, maintain all office equipment (*ie. printer/copier*) and file paperwork
- Ensure church contact/donor management system is accurate and up-to-date
- Manage and maintain church phone system, responding to incoming calls and direct to appropriate staff as needed
- Proactively greet and host church guests during office hours and connect them to the appropriate staff
- Identify weak administrative systems across all areas of the church, implement improved systems, and find ways to streamline systems to create efficiency
- Liaise with Grace Family tech support to maintain and improve all IT systems

***Donor Management :***

- Work with Executive Director to continue improving the donor follow-up plan
- Liaise with Grace Family tech support to develop custom reports according to the donor follow-up plan
- Coordinate donor follow-up with appropriate staff

**Preferred Skills/Experience :**

- Strong verbal/written communication, analytical and problem-solving skills
- Highly proactive, organized, administrative, and detail-oriented
- Able to multi-task, meet deadlines, and work independently - recognizing needs and opportunities for growth/improvement and implementing ideas to improve administrative processes/systems
- Strong clerical skills: managing spreadsheets/budgets/reports and high amounts of data
- Passion for hospitality and hosting/serving people well
- Knowledge of general bookkeeping and accounting principles
- 2+ years of experience in bookkeeping and office management or equivalent position with similar responsibilities described above
- Basic knowledge of IT systems preferred

**Expectations/Rhythms :**

- Attend weekly Operations Team Meeting
- Office Hours: Monday – Friday / 9:00a – 4:00p
- Additional work hours will be required outside of office hours
- Able to create own schedule and manage time and energy for maximum efficiency and personal health
- Exhibits Christ-like character and lifestyle (*Grace Midtown Leader Covenant*)
- Committed to ongoing personal development and devotion to Christ
- Passion for Grace Midtown's mission for all humans to become awake to God