



POSTING FOR A FINANCIAL MANAGER

Beulah Presbyterian Church (BPC) is located in Churchill, PA – one of the eastern suburbs of Pittsburgh. Beulah assembled its first congregation in 1758 and worship has continued consistently in the same location. Today, Beulah is a vibrant church family of approximately 250 members, offering 2 worship services and numerous outreach programs to the community. In addition, the Beulah Christian Preschool and Child Care (BCPCC) program is a nationally accredited program that began in 1978 and is located in the church building.

The Financial Manager of BPC provides for the overall management and reporting of the finances for the Church and the Preschool. The Financial Manager maintains all financial records, serves as an active member of the Finance Committee, manages the BPC's Information Technology and various Human Resources activities.

ESSENTIAL RESPONSIBILITIES INCLUDE:

- **Budgeting and Reporting**
 - Prepare the annual budgets for the Church and Preschool in consultation with the Treasurer, Finance Committee and Preschool Advisory Board.
 - Prepare and present consolidated and separate Church and Preschool financial statements and related information and report to Session and Preschool Advisory Board.
 - Keep Pastor Head of Staff, Preschool Director, and Treasurer informed of financial matters and actively participate as a member of the Finance Committee. Provides data, information and other support to Session and standing committees as requested.
- **Review and Improve Financial Processes**
 - Identify process improvements for the finance function in consultation with the Preschool Advisory Board and Finance Committee, subject to the approval of Session.
 - Manage BCPCC billing process including: establishment of standard procedures, management of student accounts, investigating delinquent accounts.
 - Review and update process for managing petty cash.
- **Human Resources and Information Technology**
 - Manage and maintain church and preschool employee confidential payroll and compensation files and records.
 - Manage the employee benefit and insurance programs, negotiate with providers, communicate programs to church and the Preschool and Child Care employees, and maintain records.
 - Evaluate and implement new accounting and data management systems and associated hardware and software for church and preschool.
 - May supervise as needed.
- **Financial Tasks**
 - Maintain appropriate and accurate accounting records, including accounts payable, accounts receivable, contributions, payroll, tuition billing and collection.

- Manage payroll process, including submission of necessary information to payroll service.
- Prepare all bank deposits, checks, payroll, monthly financial statements, tax reports, contribution statements, tuition statements and other financial documents.
- Respond to information requests regarding checks, budgets and financial procedures. Document policies and procedures to facilitate efficient and timely communication of information.
- External Relationships
 - Establish and maintain relationships with outside agencies such as, but not limited to, banking institutions, insurance agencies/providers and tax agencies. Acquire and provide financial, insurance, tax or other information to/from outside agencies.
 - Manage office equipment leases, evaluate equipment requirements and recommend changes as needed.

I. EDUCATION/TRAINING:

BA degree in accounting, finance, business management or equivalent experience. Minimum 5 years financial experience in a senior position. Experience in non-profit, religious, or educational institution is preferred. Demonstrated understanding and proficiency in financial and database management systems.

II. REQUIREMENTS:

Must be able to obtain an Act 33/34 Clearance, a PA criminal background check, FBI fingerprinting and otherwise abide by BPC's Safe Sanctuary and Sexual Misconduct and Child Abuse Policies.

Must maintain skills and knowledge pertinent to the position through continuing education, ongoing training or personal research and practice. Membership in professional administrative organizations is encouraged and supported.

Demonstrated analytical and decision-making abilities. Demonstrated ability to work collaboratively in a fast-paced environment. Initiative and adaptability skills desired.

Interested applicants should email a cover letter and resumé to: churchoffice@beulahpresby.org

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