

Finance Manager

St. John's Episcopal Church
Tampa, Florida

Position Summary

St. John's Episcopal Church is seeking a part-time Finance Manager to be responsible for the day-to-day financial operations of the parish, ensuring accurate accounting, strong, internal controls, and timely reporting. This position serves as the primary administrator of the church's financial records using Realm Accounting and reports directly to the Parish Administrator while also working closely with the Rector, the Treasurer and Assistant Treasurer, Finance Committee, and Vestry.

The time commitment for this position averages 15 hours per week depending on the time of month and year. This is a hybrid position with some office time and attendance at a weekly staff meeting required.

The ideal candidate has a minimum of 3 years of relevant experience in a church or other non-profit, strong analytical, organizational, and interpersonal skills, and a commitment to supporting the mission and ministry of the parish.

About St. John's

St. John's Episcopal Church is a growing Episcopal parish in Hyde Park in Tampa, Florida, committed to reverent worship, thoughtful preaching, vibrant parish life, and faithful Christian formation rooted in the Anglican tradition.

Primary Responsibilities

Accounting and Financial Management

- Maintain the church's chart of accounts and general ledger using Realm Accounting
- Record all cash receipts, disbursements, journal entries, and transfers
- Prepare monthly financial statements and requested reports for the Treasurer/Assistant Treasurer, Finance Committee, and Vestry
- Assist in preparing the annual operating budget
- Coordinate year-end closing and preparation of annual financial reports
- Coordinate annual audit and prepare the Episcopal Church's Parochial Report (financial portion)
- Maintain internal controls and ensure compliance with Generally Accepted Accounting Principles (GAAP)
- Provide financial reports and analysis upon request
- Maintain appropriate supporting documentation for all transactions for historical and audit purposes

Banking & Investments

- Monitor cash flow and process transfers among and between bank accounts and investment accounts in coordination with the Finance Committee and Parish Administrator
- Reconcile all bank, investment, credit card, and loan accounts monthly

Stewardship & Contributions

- Process, record, and deposit weekly contributions received through all giving methods
- Support the Annual Pledge Drive and ensure accurate and confidential recording of pledges received
- Generate quarterly and annual donor contribution statements
- Reconcile pledge income and monitor outstanding pledges

Human Resources & Payroll

- Process biweekly payroll and ensure accurate timecard submission
- Maintain employee payroll records
- Serve as liaison to the church's outside payroll vendor

Accounts Payable and Receivable

- Process vendor invoices
- Verify proper approvals prior to payment
- Prepare and issue checks and electronic payments
- Maintain vendor records, including W-9 forms
- Monitor recurring payments and contracts
- Manage expenses due to/do from School and invoice the School quarterly

Other

- Attend month-end meeting with Parish Administrator, Finance Committee Chair, and Treasurer/Assistant Treasurer
- Attend monthly Finance Committee meetings (typically on Zoom)
- Provide support for capital campaigns and major parish initiatives
- Perform other related duties as assigned

Qualifications

Required Qualifications

- Bachelor's degree in accounting, finance, business administration, or related field
- Minimum of 3 years of relevant experience with nonprofit or church bookkeeping or accounting
- Strong understanding of accounting principles and familiarity with fund accounting
- Strong analytical, organizational, and interpersonal skills

- Excellent attention to detail and accuracy
- High level of integrity and discretion with confidential information
- Experience with Microsoft Excel, Word, and Office 365
- Ability to work independently while remaining highly communicative with staff, clergy, and Vestry
- Willingness to learn new platforms, workflows, and parish systems
- Desire to contribute positively to a collaborative staff culture

Preferred Qualifications

- Familiarity with Episcopal church structure, governance, and stewardship practices
- Experience with Realm Accounting

Work Schedule

This is a part-time, salaried position averaging approximately 15 hours per week. Because the workload varies throughout the month and year, flexibility in scheduling is expected, with additional hours required during month-end closing, budget preparation, year-end financial reporting, and the annual audit. The position is not eligible for employee benefits, including health insurance or retirement benefits.

Some remote work flexibility is available after an initial training and onboarding period.

To apply, please submit:

- Resume
- References
- Optional cover letter describing interest in the role and familiarity with church accounting