



Madison, WI

FINANCE MANAGER

Bethel Lutheran Church is a historic 170-year-old congregation in the heart of downtown Madison, just blocks from the Wisconsin State Capitol. Grounded in our mission to be a *"city-wide church with a world-wide ministry,"* we are a community that seeks to connect faith with everyday life—within our congregation, across our city, and beyond.

We are seeking a highly organized, detail-oriented, mission-driven individual for our part-time Finance Manager position. This position manages all financial operations of the church and its related entities. This position will work on-site 25 hours per week.

Role Responsibilities:

- Prepare, analyze and present accurate and timely financial reports (income statements, balance sheets, Statements of Cash Flows and clearly communicate monthly and annual financial statements to staff and committees.
- Produce detailed financial reports for grants awarded by the Bethel Endowment Foundation and collaborate with grant sponsors, the Director of Development and staff to ensure grant expenditures conform to the terms of the grant and are recorded to the appropriate general ledger account.
- Prepare and provide variance reports.
- Oversee and execute the day-to-day accounting operations including accounts payable and receivable, payroll, and the maintenance of the general ledger.
- Adhere to Bethel's documented system of accounting policies and procedures.
- Provide accounting support for separately incorporated Bethel entities.
- Manage and maintain required documentation for vendors and contractors.
- Maintain the tax-exempt status of Bethel and its entities.
- Maintain compliance with all required tax reporting.
- Assist in financial audits and assist with implementation of necessary changes.
- Regular meeting participation and ministry team support.

Qualification Requirements:

- Bachelor's degree in finance, accounting or business is required.
- CPA or additional/advanced degree is preferred.
- Non-profit or church experience is preferred.
- 5+ years in an accounting or finance role is required.
- Previous experience administering and processing payroll is required.

- Demonstrated knowledge of finance and accounting principles, laws, and best practices.
- Demonstrated proficiency in Microsoft Office Suite, including Word, Excel, PowerPoint, Google Suite, and Realm (church management software).
- Demonstrated ability to plan, organize, and analyze financial data.
- Demonstrated ability to write and speak effectively to and with diverse audiences.
- Demonstrated ability to work with others on a team as well as independently.
- Ability to maintain a positive attitude and poise under pressure.
- Completion of a background check is required.

In exchange, Bethel offers a compensation range of \$46,000-\$53,000 based on experience. Bethel participates in E-Verify, a post-accepted offer, to confirm that the individual is authorized to work in the U.S. To learn more about E-verify, please visit dhs.gov/e-verify.

We'd welcome the opportunity to learn more about your experience, please share your resume to employment@bethel-madison.org.