Application Process: Financial Manager

Community Evangelical Free Church

July 1, 2025

Thank you for your interest in serving with us! We're prayerfully seeking candidates who are both professionally gifted and spiritually grounded to join our team. Below is an overview of our application process so you know what to expect.

ABOUT THE ROLE

We believe work is one of the ways we live out our faith. This role — Financial Manager — is an opportunity to steward your skills in support of our purpose of seeing a growing number of diverse people come alive in Christ.

To read the full position description, including key responsibilities and qualifications, click here.

HOW TO APPLY

To apply, please submit the following materials through our application form by July 22, 2025:

- Your resume
- Your questionnaire answers:
    - Why are you interested in this position?
    - What are your qualifications for this position?
    - What are the gifts, passions and experiences you bring to the job in addition to the liabilities?
- Three (3) references, including name, title, professional relationship, email, and phone number

QUESTIONS?

We'd love to connect. Email us anytime at office@cefcplatteville.org and someone from our team will respond shortly.

We're grateful for your interest, and we pray for discernment and joy for each applicant as you consider this opportunity.

Financial Manager

Community Evangelical Free Church

Job Description

Accountability:	Report directly to the Executive Director or Senior Pastor
	Performance and job description review to occur annually
Status:	Part-time
Hours:	12 hours/week
Location:	Platteville, WI

POSITION SUMMARY

Support the vision and mission of Community Evangelical Free Church by managing, safeguarding, and maintaining its financial resources.

QUALIFICATIONS

Must be a person of high Christian character, possessing organizational and administrative skills, able to give attention to detail, self-directed, ability to multitask, be committed to establish and maintain good interpersonal relationships, teamwork, and support of church ministries.

Practical experience in fund-based accounting and account reconciliation required
Proven proficiency in computer skills; including Google Workspace, Microsoft Office: Word and Excel, and specific fund-based accounting software (QuickBooks Online).
Demonstrate attention to detail and precision in account reconciliation and report generation.
Must have a commitment to confidentiality regarding all matters.

PROFESSIONAL QUALITIES

- Computer skills (Google Workspace, Microsoft Office: Word and Excel, QuickBooks)
- Good organizational skills and exceptional attention to detail—responsible for ensuring that many tasks are completed both accurately and in a timely manner.
- Self-motivated and ability to solve problems
- Ability to communicate in a friendly, courteous manner in person, in writing, and on the telephone
- Commitment to confidentiality

PRIMARY RESPONSIBILITIES

Responsibilities will include but not be limited to the following:

Finance Management

- Maintaining accurate records of church finances
- Performing day-to-day financial operations for the church
  - Receiving, recording, and depositing all income
  - Print invoices and update accounts
  - Entering all invoices submitted for payment, write checks, and submit for signature
  - Documenting all Benevolence financial activities
- Reconciling bank and credit card statements
- Preparing monthly financial reports
- Managing and submitting payroll and EFT Donations

- Preparing monthly, quarterly, and yearly payroll tax forms
- Coordinating and implementing the yearly budget
- Filing tax-exempt certificates as needed
- Serve as a non-voting member of the Finance Team

Employee/Volunteer Operations
- Maintain employee records
- Collect and File New Hire Paperwork
- Overseeing health reimbursement procedures and retirement policies
- Complete all volunteer background checks
- Complete the Annual Report for the Wisconsin Department of Revenue
- Complete Worker's Compensation Audit