



Holy Trinity Armenian Church

Finance Manager – Job Description

ESSENTIAL FUNCTIONS

Holy Trinity Armenian Church of Cambridge seeks a dynamic, hands-on finance manager with demonstrated skill in accounting. The position requires teamwork working closely with the Executive Director, the Pastor and the Parish Council.

Position responsibilities:

- Responsible for general ledger activity (QuickBooks), including accounts payable and accounts receivable.
- Maintain chart of accounts.
- Prepare weekly, monthly and annual financial reports for the Parish Council.
- Prepare financial reports for all church events, including the annual Golf Tournament, the Trinity Picnic, the Annual Church Banquet and the Trinity Church Bazaar.
- Receive cash and credit card payments, enter into QuickBooks and prepare bank deposits.
- Reconcile credit card payments and on-line payments.
- Reconcile monthly bank statements.
- Prepare payroll on a bi-monthly basis
- Responsible for the annual audit and the preparation of the annual report for the church assembly in December.
- Participate with the Parish Council in the development of the annual operating budget.

Qualifications:

- Minimum 5 years experience with demonstrated skill in accounting.
- Experience with church or non-profit operations desired.
- Bachelor's degree, preferably in accounting or business.
- Proficiency with QuickBooks and Microsoft Office.
- Experience in the development of reporting metrics and dashboards preferred.
- Ability to work with competing priorities.
- Excellent critical thinking and problem-solving skills.
- Strong interpersonal skills.