

POSITION: CONTRIBUTIONS MANAGER
ACCOUNTABLE TO: FINANCE DIRECTOR
NON-EXEMPT FTE 1.0

OUR VISION: Central Christian Church seeks to be a body of disciples who bring glory to God in all things according to Scripture – worshiping him, equipping His people, and evangelizing the world – as we eagerly anticipate the restoration of heaven and earth under one head, Christ the king.

Position Summary: With Administrative direction, The **Contributions Manager** is responsible for accurately recording and managing all financial transactions, including online giving platforms, pledges, and general contributions for the church and His Helping Hands. The **Contributions Manager** will prepare financial reports and statements, ensuring that compliance with accounting standards and tax regulations are met.

Responsibilities: The **Contributions Manager** will perform various tasks but not limited to the list below:

Process Contributions:

- Learn and comprehend the church management system.
- Account for and record all contributions received as cash and checks each week.
- Process and record all online giving donations and other income.
- Prepare weekly Tally Sheets for General Ledger posting.
- Review donation details for accuracy and correct distribution.
- Prepare letters for stock, mutual fund, and non-cash donations.
- Process giving pledges and statements related to current pledge campaigns.
- Processing and recording event income.
- Serve as back-up to the Database Manager with creation and management of the Event products, price options, programs, project codes and promo codes, as needed.
- Attend training, webinars, or conferences to further enhance working knowledge.
- Review system updates and work with the Database Manager to implement.

Process Memorial Contributions:

- Record memorials and ensure they are designated as requested.
- Send donation acknowledgments.
- Communicate names of memorial donors with family members
- Reconcile memorial donations with General Ledger.

Update Offering Envelope Mailing List:

- Update database for donors requesting giving envelopes and those requesting to be removed.
- Email updated list to outside vendor who mails envelopes bi-monthly.
- Verify address changes received from Post Office.

Process Year-End Contribution Statements:

- Send email and mail contribution statements to donors.
- Review and correct duplicate donor information.
- Work with Database Manager for any address updates before mailing out Year-End statements.
- Print contribution statements.

- Arrange for folding, stuffing, and mailing contribution statements.

Assist with Yearly Audit:

- Pull documentation requested for auditor's review.
- Other projects as directed by management.

SPIRITUAL:

Has accepted Christ as his/her Savior and will accept the Central Christian Church 8-point statement of faith.

EDUCATION/CERTIFICATION:

Bachelor's degree preferred or equivalent experience in bookkeeping, fund accounting, and financial reporting.

REQUIRED KNOWLEDGE:

- High degree of professional integrity
- Able to maintain strict confidentiality of sensitive information.
- Demonstrates accuracy and attention to details.
- Organized and efficient in personal time management
- Self-motivated and able to work independently as well as part of a team.
- Possess proven communication and interpersonal skills.

EXPERIENCE REQUIRED:

The **Contributions Manager** must be able to use the necessary computer programs (Word, Excel etc.); Experience managing designated gifts, including memorial gifts, endowment funds, and other special projects.

SKILLS/ABILITIES:

- Hospitality: Generates a sense of hospitality by their very presence; communicates with a sense of warmth, openness, and approachability; fosters natural connections between members of the church, school, and visitors.
- Interpersonal Skills: Establishes good working relationships with all levels of the organization.
- Attention to Detail: Keeps the larger picture in mind while tending to the smallest of details.
- Initiative: Enjoys working hard; is action oriented and energetic about worthwhile activities; seizes opportunities; sets demanding but achievable objectives for self.
- Integrity and Trust: Is seen as trustworthy by others; practices direct, honest, and transparent in communication; and responds to situations with constancy and reliability.

Ministry Expectations:

As a staff member of Central Christian Church, I commit to the following:

1. Care for my own soul – spiritually, physically, emotionally, and intellectually.
2. Care for my own family – spiritually and emotionally.
3. Exemplify a godly life in public and private.
4. Handle conflict Biblically.
5. To repent quickly of any revealed sin

6. Be above reproach in all relationships, protecting against appearance of inappropriate behavior with the opposite sex.
7. Strive to be a humble, servant leader worth following.
8. Be loyal to vision and leadership – speaking positively and fiercely protect both peers and eldership but not overlooking or ignoring wrongdoing. (In no way is this intended to contradict accountability. In any circumstance of wrongdoing or inappropriate behavior of any kind, you are to follow the appropriate communication lines as laid out by the form chart and policy manual).
9. To put the best interest of the Church always before mine or my personal ministry
10. Be a multiplier of disciples and leaders – Equipping the saints, who will replace you?
11. Make every effort to establish a “team environment” bringing others into conversations and inviting open dialog.
12. To strive to shepherd people with gentleness and love through change, good times, and difficult times
13. Faithfully and compassionately care for people.
14. Be a learner with a teachable spirit – actively pressing yourself to learn new things.
15. To give my best effort and strive for excellence.
16. To be a servant of the Church in the workplace willing to step in when and where necessary
17. To acknowledge communication quickly, even if the answer isn’t known, with an estimate of when you can respond more fully.

Working Conditions:

Primarily office environment with the ability to engage in the community as required.

Physical Requirements:

The ability to stand, walk, sit, kneel, bend, reach, grip, climb, push, pull, or carry for a duration of time. Ability to lift 25 pounds. The ability to use fine motor skills including tactile while performing a task.

Direct Reports:

N/A

ACKNOWLEDGEMENT

I acknowledge that I have read the job description and requirements for the position of **Contributions Manager**, and I certify that I can perform these functions.

Employee/Applicant Signature: _____ Date: _____

Supervisor/Hiring Manager: _____ Date: _____