

The Congregational Church of Park Manor is looking to hire a part-time Financial Manager. Some of the requirements for this position are as follows.

- Managing the cash flow for the church utilizing balance sheets. Income statements and the cost revenue model.
- Performs monthly reconciliations for financial accounts.
- Prepares and presents detailed quarterly reports for the congregation.
- Prepares financial charts & reports for the Board of Trustees, other committees, and ministries.
- Prepare input for initial drafts of annual budgets for the Budget and Finance Committee, and provide key assistance in finalizing each annual budget.
- Maintains ongoing communication with the Board of Trustees and Moderator regarding operational and financial issues.

Interested candidates may forward their resume to:

Attn: Cheryl Howard, Salary & Personnel

The Congregational Church of Park Manor

7000 S. King Drive, Chicago, Illinois 60637

You may also call the church and please leave your full name and phone number for Ms. Howard, Salary & Personnel, (773) 224-4700.