

Financial & Facilities Manager

For Christ Church, Cambridge

Join our vibrant faith community as we seek a detail-oriented professional to serve as the backbone of our church's financial and physical plant health. If interested, please send resume and cover letter to The Rev. Kate Ekrem at rector@cccbridge.org.

What Makes This Role Special:

- **Technology-Forward:** Master church management systems (Realm) and digital banking platforms
 - **Direct Impact:** Your work directly enables our ministries, outreach programs, and community services
 - **Professional Growth:** Develop expertise in facilities management and church financial management
 - **Salary:** \$70,000-\$75,000
 - **Flexible Schedule:** Option to work remotely 2 days per week; free parking when in person
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What you'll be doing?

Financial Stewardship Excellence

- Serve as the master administrator for our digital giving platform, helping parishioners engage with generous giving
- Ensure every dollar donated reaches its intended purpose through meticulous fund management
- Partner with leadership to prepare insightful monthly and yearly financial reviews
- Identify trends and variances that inform better decision-making
- Support budget planning and quarterly financial assessments

Digital Systems Leadership

- Become the resident expert on Realm Accounting
- Streamline payment processes through modern online banking systems
- Create and maintain digital filing systems that support transparency and efficiency
- Support technology purchases such as phone, computer, internet, or copier systems.

Management of Historic Buildings

- Work closely with our Property Committee leaders, clergy team, and volunteers to maintain our historic buildings where George Washington worshipped and Dr. Martin Luther King, Jr. spoke.

- Manage relationships with our tenants and ministry partners such as a meal program for those in need and a nursery school
- Negotiate service contracts for landscaping, trash removal, and other vendors
- Supervise our team of dedicated sextons (janitors) to keep our buildings looking their best for worship and church events

What You'll Master

- **Realm Church Management System** - Complete proficiency in both Accounting and Giving modules
- **Digital Banking Operations** - online bill pay and account management
- **Payroll Processing** - OnPay system for full and part time staff
- **Personnel documentation** – Keep track of employee tax and benefit information
- **Financial Analysis** - Monthly reporting and variance analysis
- **Compliance & Controls** - Church financial policies and accounting best practices
- **Building Management:** Help create a comprehensive plan for keeping up our historic buildings and oversee day-to-day maintenance

Ideal Candidate

We're looking for someone who combines:

- **Technical aptitude** for learning new software systems quickly
- **Attention to detail** in handling financial transactions
- **Organizational skills** for managing multiple workflows
- **Communication abilities** for working with diverse stakeholders
- **Discretion and integrity** in handling confidential financial information
- **Flexibility** to adapt to the unique rhythms of church life

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