

## Finance and Accounting Manager



The Church of the Good Shepherd, Cashiers, NC, is seeking a Finance and Accounting Manager to oversee all aspects of our finances, from contributions to payroll and expenses.

- Ability to interact professionally, tactfully, cheerfully and confidentially with staff and parishioners through personal contact, phone and email
- 3-4 years finance experience (with nonprofits) preferred
- Strong computer and MS Office skills required, particularly Excel
- Possesses organizational skills, a high degree of accuracy, and a strong work ethic
- An excellent communicator, orally and in writing

### **HOURS AND BENEFITS**

- A. Estimated at 25-28 hours a week at a competitive hourly wage (exact days and times to be negotiated to meet church needs and personal needs of the employee)
- B. Two weeks of paid vacation per year, as well as standard national holidays and religious holidays
- C. Benefits: Pension, life insurance.

Full job description available upon request.

To apply, send a cover letter and resume to The Rev. Rob Wood, [rwood.gs@gmail.com](mailto:rwood.gs@gmail.com).

Starting Date: on or before May 1, 2023.