

FINANCE MANAGER

Catholic Community Foundation of Mid-Michigan
Full-Time | On-Site, Saginaw, Mi

Put Your Financial Expertise to Work for a Mission That Matters

The Catholic Community Foundation of Mid-Michigan is seeking an experienced and highly organized Finance Manager to join our team.

This is an opportunity for a financial professional who wants more than a traditional accounting role. The Finance Manager plays an important part in safeguarding the financial resources entrusted to the Foundation and helping ensure those resources continue to strengthen Catholic parishes, schools, ministries, and communities throughout Mid-Michigan.

Reporting to the Executive Director, the Finance Manager is responsible for the Foundation's financial operations, including accounting, budgeting, financial reporting, investments, audit and tax coordination, internal controls, compliance, and related operational functions.

The successful candidate will combine strong financial and analytical skills with sound judgment, attention to detail, excellent communication skills, and a commitment to service.

What You'll Do

- Oversee the Foundation's accounting and financial reporting functions.
- With the Finance Committee help develop the annual budget and monitor financial performance throughout the year.
- Prepare clear, timely financial reports, analysis, and projections for the Foundation's leadership, staff, Board members, committees, fund holders, and partner organizations.
- Develop and maintain effective accounting policies, procedures, and internal controls.
- Monitor bank and investment accounts, cash flow, and investment transactions.
- Work with Foundation leadership and the Investment Committee regarding investment activity and reporting.
- Work closely with the grants and endowment department.
- Help ensure accurate and timely processing of donor gifts, pledges, grants, scholarships, donor-advised funds, and other Foundation disbursements.
- Coordinate the annual financial audit, Form 990 preparation, and applicable State of Michigan filings.
- Support compliance with federal, state, and local requirements applicable to nonprofit organizations and community foundations.
- Coordinate and provide staff support for the Foundation's Finance, Investment, and Audit Committees.
- Maintain positive working relationships with staff, donors, pastors, Board and committee members, fund holders, professional advisors, vendors, and other Foundation partners.

- Contribute to a collaborative, accountable, service-oriented, and mission-focused organizational culture.

What We're Looking For

- A bachelor's degree in finance, accounting, or a related field.
- A minimum of five years of relevant financial experience; nonprofit, foundation, or similar experience is preferred.
- CPA certification is a plus, though not required
- Strong financial, accounting, budgeting, and analytical skills.
- Excellent organizational skills with exceptional attention to detail.
- Strong written and interpersonal communication skills.
- The ability to manage multiple priorities, meet deadlines, and follow projects through to completion.
- Strong working knowledge of Microsoft Office, particularly Excel.
- Experience with financial/accounting software; experience with nonprofit financial systems is a plus.
- The ability to work independently while also contributing effectively as part of a collaborative team.
- Sound judgment, discretion, professionalism, and a high level of integrity.
- A service-oriented and solution-focused approach to working with colleagues and Foundation constituents.

Experience with CommunitySuite or other community foundation financial and fund-accounting software is helpful but not required.

Our Mission & Values

The Catholic Community Foundation of Mid-Michigan exists to strengthen the long-term financial resources available to support the Catholic Church and its ministries.

The Finance Manager will be expected to understand and support the Foundation's mission and Catholic values and conduct their work with integrity, professionalism, diligence, respect, and responsible stewardship.

This position offers the opportunity to use your financial expertise in an organization where good financial management is ultimately about good stewardship—protecting today's gifts while helping build resources for generations to come.

Position Details

Position: Finance Manager

Reports To: Executive Director

Status: Full-Time

Work Arrangement: On-Site

The typical work schedule is during normal business hours, with occasional evening or weekend availability for meetings or special events.

Ready to Make an Impact?

If you are a financial professional who values accuracy, accountability, service, and mission—and would welcome the opportunity to put those skills to work in support of Catholic ministries throughout Mid-Michigan—we encourage you to apply.

Please submit your resume, salary requirements, and cover letter for consideration.

The Catholic Community Foundation of Mid-Michigan is committed to maintaining a professional workplace grounded in integrity, respect, service, and the teachings and values of the Roman Catholic Church.