

FINANCE MANAGER

Christ the King Presbyterian Church

Position Profile



christtheking.com | 1201 Silber Road, Houston, TX 77055

Dear Finance Manager Candidate,

Thank you for your interest in the Finance Manager position at Christ the King. As a church, our vision is to reach Houston for Christ and renew lives by grace. This is a lofty and long-term vision, and, in order to do it well, we need the foundations of our ministries to be strong and long-lasting. This is why the role of the Finance Manager is so important to the current and future church health. Administrative support is what undergirds our ministry programs. The goal of this packet is to give you a glimpse into the life of Christ the King, the role of the Finance Manager, and the city of Houston. Our goal is that you have enough information to discern if you would like to continue in the selection process. I am grateful for your interest and for your taking the time to prayerfully review this position profile. If I can be of any help to you during this process, please reach out to me at tyson.stittleburg@christtheking.com.

Sincerely,

Tyson Stittleburg
Executive Director of Business Operations



ABOUT CHRIST THE KING

Vision

To reach
Houston for
Christ and
renew lives
by grace

In 1997 a small group of families launched a new church they called Christ the King and joined the Presbyterian Church in America (PCA) in their mission to worship, know and serve the King so that he is honored, and his reign is powerfully extended in Houston and beyond. What began as a handful of families meeting in a hotel conference room, the Lord has grown into a thriving community of worshippers.

Mission

Christ the King exists to make disciples who worship God, grow in God's grace and serve in God's mission, all for God's glory.

Looking back over our years of ministry, we have seen the Lord at work among us and beyond us. We've seen churches planted, campus ministries launched, marriages healed, children baptized, students growing in faith, deep friendships formed, men and women sent out for kingdom work and lives transformed by the gospel.

We hope you will join us as we continue in our mission to reach Houston for Christ and renew lives by grace.

A photograph of a church interior, viewed from the back of the sanctuary looking towards the altar. The church has a high, vaulted ceiling with exposed wooden beams. The floor is made of dark wood. Rows of dark wooden pews are arranged on either side of a central aisle. Each pew is decorated with a small bouquet of white flowers and greenery. At the front of the church, there is an altar area with a large, dark wooden cross mounted on a light-colored wooden wall. The cross is flanked by two candelabras with white candles. Above the cross, there is a small arched window. The overall atmosphere is warm and inviting.

OUR VALUES

Truth

We are grounded in the truth of God's word

Grace

Because we are ground in the truth of God's word, we believe we are saved and shaped by grace

Love

Because we are saved and shaped by grace, we seek to love God and one another

Faith

Because we love God and one another, we prayerfully take risks in faith that God is at work

Hope

Because we have faith that god is at work, we hope that God will bring his work to completion

Worship that Transforms

As human beings, we are created by God to worship God. Our gathered worship on Sunday mornings is the time and place we gather together to glorify God and be transformed by his work. Gathered worship, then, is the highlight of our week and our priority as a church.

Growing in Life with Christ

It is the purpose and privilege of the church to make and equip disciples; those who follow Christ by knowing, applying and living the Word of God.

Serving in Faithful Mission

In order to be faithful to God's mission of redemption, we must have an outward face in all that we do and purposefully pursue making disciples through evangelism and service.



CTK BY THE NUMBERS

Membership

1060 communing members, 327 non-communing members

Budget

\$8.03M for the 2026 ministry year

Leadership

5 Pastors, 20 Elders on the Session, 15 Deacons, 7 Elder Advisors,
5 Deacon Assistants, 29 Full Time Staff Members





POSITION DESCRIPTION

FINANCE MANAGER

Full Time/Part Time

Full Time

Reports to

Executive Director of Business Operations

Direct Reports

Staff Accountant

Department/Team

Business Administration

Location

On-Site

Position Class

Director

Estimated Hours

40 Hours/Week

DOL Ministerial Class

Non-Ministerial

Exempt/Non-Exempt

Exempt

Position Mission

The mission of the Director of Finance is to facilitate a system of financial standards that garners trust of the members and ministries of the church in a way that furthers worshipping, growing and serving God for his glory.

About the Position

The Finance Manager serves a key role in supporting the mission and ministry of the church through integrity in stewardship, accurate financial management, and strong financial oversight. This position is responsible for overseeing the church's accounting operations, financial reporting, contribution tracking, and internal financial processes to ensure that all financial activities are conducted with integrity, transparency, and compliance with applicable accounting standards and regulations. The Finance Manager also serves as a liaison with external partners such as auditors, banks, and financial service providers. Through strong financial controls and clear reporting, the Finance Manager helps equip church leadership with accurate information for wise decision-making while supporting the church's commitment to responsible stewardship of the resources entrusted to it.

Responsibilities

- Serve as the primary liaison between the church and the external audit firm, assisting in the preparation and organization of documents for the annual financial audit.
- Act as the point of contact between the church and its banking partners regarding treasury management services, credit card programs, and lines of credit.
- Prepare and present monthly financial reports for leadership review, including cash flow statements, balance sheets, profit and loss statements, and other financial summaries.
- Assist with onboarding and training new staff members in the church's financial and accounting systems.
- Partner with the Executive Director to develop, implement, and manage the church's annual operating budget.
- Oversee the church staff credit card program, including card issuance, expense reporting, policy compliance, and accounting integration.
- Ensure timely and accurate processing of all vendor payments and accounts payable.
- Oversee the receipt, tracking, and recording of all charitable contributions, including cash, online gifts, donor-advised funds (DAFs), and stock gifts, and coordinate the preparation of annual giving statements for donors.
- Manage pledge commitments related to capital campaigns, including pledge tracking, donor statements, and monitoring campaign-related income and expenses.

- Supervise accounting staff responsible for payroll, benefits administration, accounts payable, and financial reconciliations, ensuring accurate reporting and timely filing of all required tax documentation (including W-2s and 1099s).
- Maintain and update the church's chart of accounts to ensure accurate financial reporting and proper classification of transactions.
- Support leadership by maintaining strong financial controls and ensuring faithful stewardship of church resources, including regularly reviewing process protocols and implementing improvements.

Skill Requirements

- Strong ability to collaborate and contribute positively within a ministry team environment.
- High level of integrity, discretion, and responsibility when handling confidential financial information.
- Thorough understanding of Generally Accepted Accounting Principles (GAAP) and nonprofit accounting practices.
- Highly detail-oriented with strong organizational and time-management skills.
- Ability to manage multiple priorities while maintaining accuracy and efficiency.
- Demonstrated ability to develop, implement, and maintain effective financial systems and internal controls.
- Strong communication skills with the ability to explain financial information clearly to church leadership and staff.

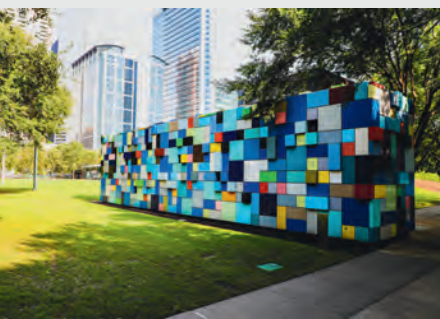
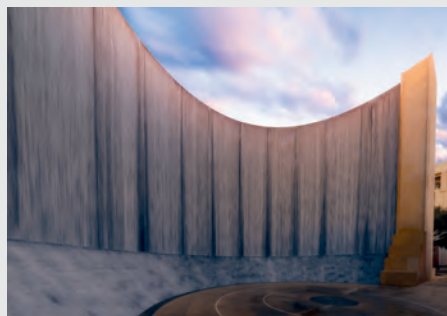
Desired Skills

- Knowledge/experience with audit processes
- Strong background in process controls and management

Qualifications/Education Requirements

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field (CPA preferred).
- 3–5 years of accounting experience, preferably in a nonprofit or ministry setting.
- Experience with accounting software and financial reporting systems.





ABOUT HOUSTON

—— 4th most
populous city

Houston was founded on August 30, 1836 by brothers Augustus Chapman Allen and John Kirby Allen on land near the banks of Buffalo Bayou.

most
ethnically
diverse

Houston is the fourth most populous city in the nation, with an estimated July 2018 population of 2,325,502 (trailing only New York, Los Angeles and Chicago), and is the largest in the southern U.S. and Texas.

Houston is expected to become the third most populous U.S. city during the second half of the decade of the 2020s.

145 languages

Greater Houston is the most ethnically diverse metropolitan area in the United States. At least 145 languages are spoken by city residents, and 90 nations have consular representation in the city.

90 nations

9,444 square
miles

The Houston-The Woodlands-Sugar Land Metropolitan Statistical Area (MSA) consists of nine counties: Austin, Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery and Waller and covers 9,444 square miles, an area slightly smaller than Massachusetts but larger than New Jersey.

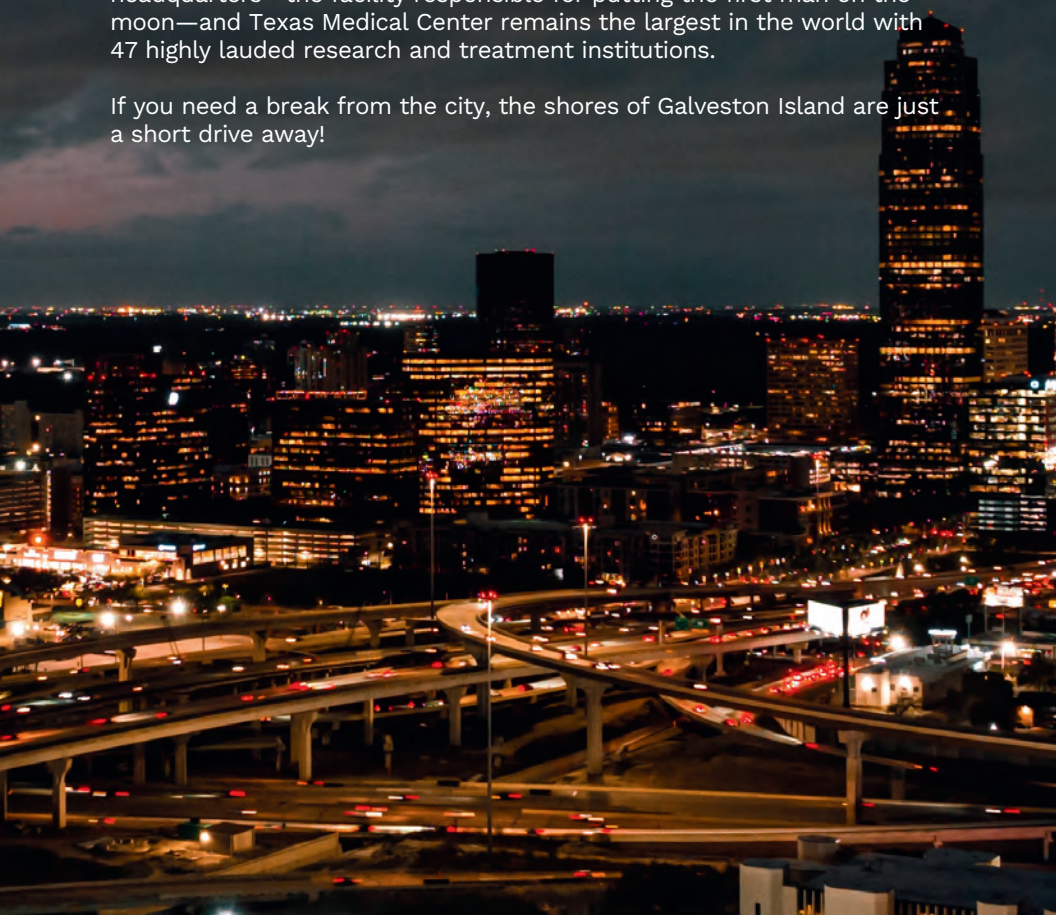
Houston has a diverse sports scene with many professional and college teams, including the Astros, Texans, Rockets, Dynamo, and Dash.

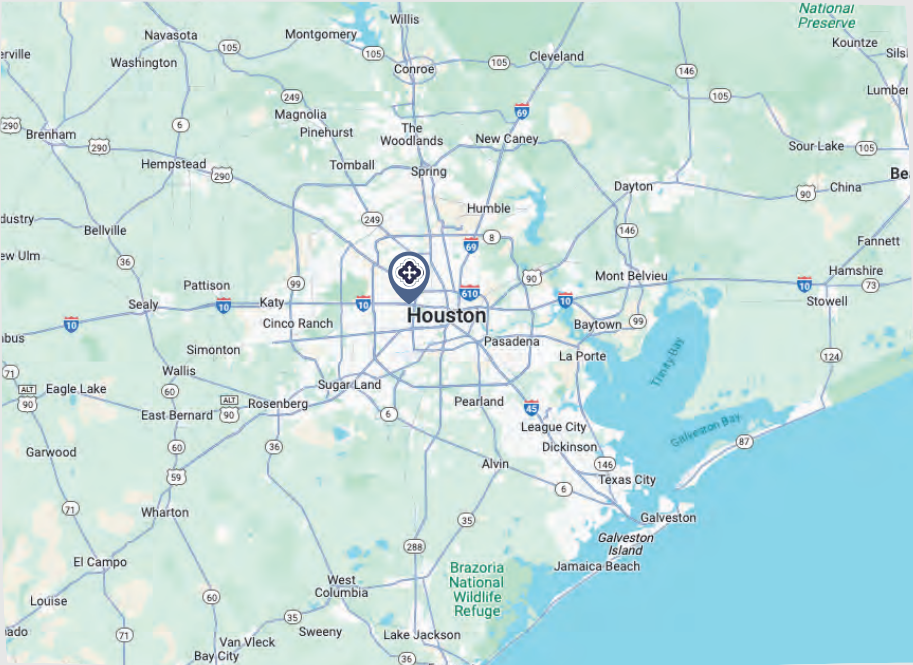
Houston also boasts a thriving professional arts scene, with resident companies in ballet, opera, symphony and theater. The Museum District stakes its claim as the country's fourth-largest, with 18 cultural powerhouses set within blocks of one another.

With 13,000 restaurants representing cuisine from more than 70 countries and American regions, Houston's restaurant scene is as ethnically diverse as its more than 6 million residents. In fact, Houston was named the "newest capital of great food" by Food & Wine and the country's most exciting food city by Tasting Table magazine.

Twenty-five companies on the Fortune 500 list call the Energy Capital of the World home. Aeronautic research is unsurpassed at NASA headquarters—the facility responsible for putting the first man on the moon—and Texas Medical Center remains the largest in the world with 47 highly lauded research and treatment institutions.

If you need a break from the city, the shores of Galveston Island are just a short drive away!







CHRIST THE KING
H O U S T O N

Resumes and Cover Letters should be sent to:
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Executive Director of Business Operations
(713) 892-5464
tyson.stittleburg@christtheking.com