



## THE LIGHTHOUSE CHURCH

The Lighthouse Church and Ministries seek a dynamic and mission-driven Manager, Finance and Accounting to oversee the day-to-day accounting functions while also supporting strategic financial planning and reporting. Working closely with the Director of Finance, this role ensures the accuracy and integrity of the Church's financial systems, compliance with nonprofit regulations, and alignment of financial practices with our ministry's mission.

This is a hands-on role well-suited for someone who can balance technical accounting work with forward-looking financial analysis in a faith-based, service-oriented environment.

### **Key Responsibilities:**

#### **Accounting Operations**

- Manage daily accounting activities including general ledger maintenance, accounts payable/receivable, and bank reconciliations
- Ensure timely and accurate month-end and year-end close processes
- Maintain accounting records in accordance with GAAP and nonprofit accounting standards

#### **Compliance & Internal Controls**

- Ensure proper documentation and procedures are in place for financial transactions
- Support annual audits and work with external auditors to provide necessary records
- Maintain compliance with IRS, state, and local nonprofit financial regulations

#### **Payroll & Employee Benefits**

- Record and reconcile payroll-related expenses accurately

#### **Fund Accounting**

- Manage tracking and reporting of restricted and unrestricted donations
- Ensure accurate fund accounting aligned with donor intent and reporting requirements

## **Systems & Process Improvement**

- Identify opportunities to improve efficiency and accuracy in financial processes
- Support the implementation and maintenance of financial systems and software

## **Qualifications**

- Bachelor's degree in Accounting, Finance, or a related field
- 5 years' experience in finance and/or accounting
- Nonprofit or church finance experience strongly preferred
- Strong understanding of GAAP, fund accounting, and nonprofit financial compliance
- Proficiency in accounting software (e.g., QuickBooks, ACS, Realm, or similar platforms)
- Advanced Excel and financial modeling skills
- Excellent attention to detail, organizational, and time management skills
- Strong interpersonal and communication skills with a collaborative and professional demeanor
- Proficiency in office technology, software applications (e.g., Microsoft Office Suite, scheduling tools), and administrative systems.
- Ability to adapt and remain flexible in a fast-paced, dynamic environment.
- High level of integrity, sound judgment, and confidentiality.

## **What we offer**

- Competitive salary and benefits.
- Opportunities for professional growth and development.
- Ability to drive initiatives that shape the organization's success
- Opportunities to participate in events and programs of significant impact
- Hybrid work schedule

Salary offers are based on a wide range of factors including but not limited to relevant skills, qualifications, and experience.

## **About Us**

The Lighthouse Church and Ministries (TLHC) is a contemporary ministry led by Senior Pastor Keion Henderson and First Lady Shaunie Henderson and is one of the fastest-growing churches in America. Founded in Houston, Texas, in 2009, TLHC welcomes more than 22,000 members to services at four campuses each week. Through 30 unique ministries, TLHC maintains a global impact, reaching millions of unique weekly viewers online across six continents. The

mission of TLHC is to be a beacon of hope, lighting the path to Jesus Christ through transformational worship experiences, genuine community, and compassionate service, empowering all to live out their God-given purpose.

The Lighthouse Church and Ministries is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, age, national origin, disability status, genetic information, veteran status, or any other characteristic protected by law.

**Interested candidates:**

- Please email your resume to [recruiting@TLHC.org](mailto:recruiting@TLHC.org)
- All submissions must list **Mgr. F/A- TLHC** in the subject line
- All submissions **must list salary expectations**

Thank you for your interest in The Lighthouse Church and Ministries.