

Finance Manager

Saint Thomas More – Catholic Chapel & Center at Yale University

Saint Thomas More (STM), the Catholic Chapel and Center at Yale University, seeks an experienced Finance Manager to oversee the organization's financial operations and help steward its long-term financial resources.

This role is both strategic and hands-on. The Finance Manager will work closely with the Executive Director and the Board of Trustees to ensure strong financial management, transparent reporting, and responsible stewardship of STM's operating budget and endowment.

The position is ideal for a finance professional who enjoys working in a mission-driven environment and is comfortable operating at multiple levels—from financial strategy and board reporting to day-to-day accounting and financial operations.

Key Responsibilities

- Prepare monthly, quarterly, and annual financial reports
- Maintain STM's accounting system and general ledger
- Manage accounts payable, receivable, payroll, and financial operations
- Develop and monitor the organization's annual budget
- Track restricted and unrestricted funds and program budgets
- Coordinate STM's annual audit and ensure compliance with nonprofit accounting standards
- Serve as the primary internal liaison with STM's external investment manager overseeing the organization's endowment
- Prepare financial reports for the Executive Director, Board of Trustees, and Finance Committee

Qualifications

- Bachelor's degree in Accounting, Finance, Business, or related field
- Minimum 5 years of professional accounting or financial management experience
- Experience preparing financial reports and presenting financial information to boards of trustees, finance committees, or senior leadership teams.
- Strong knowledge of GAAP and nonprofit fund accounting
- Experience preparing financial reports for senior leadership, boards, or finance committees

- Proficiency with accounting software such as QuickBooks Online
- Excellent analytical, organizational, and communication skills
- Ability to manage both high-level financial analysis and hands-on accounting responsibilities

Preferred:

CPA, advanced degree, or nonprofit financial management experience.

About Saint Thomas More

Saint Thomas More is the Catholic Chapel and Center at Yale University and serves as a vibrant hub for Catholic life, intellectual engagement, and community on campus.

To Apply

Please send a resume and cover letter to:

Katrina.chin@yale.edu

Please reference “Finance Manager” in the subject line.