Job Description for Finance Administrator (Part-Time)

GENERAL FUNCTIONS:

• Process all receipts and disbursements.
• Process monthly and bi-monthly payroll.
• Maintain the physical and electronic records of the Church.
• Prepare monthly and year-to-date financial reports for the Church Council, Nursery School, committees and people responsible for specific accounts.
• Provide annual and periodic giving records to the congregation after reviewing with the financial consultant and the manager of operations.
• Provide monthly statements/invoices to each nursery school family.

MAJOR DUTIES and RESPONSIBILITIES:

Receivables:

• Record all Church receipts into the Church’s financial software, ACS Technologies.
• Process online transactions through Vanco Services for credit card pledge payments.
• Process automated tuition payments for the nursery school through ACH.
• Contact donors and tuition payers about pending expirations and declined transactions.
• Record withdrawals from endowments.
• Record and provide for the acknowledgement of all gifts to the Church (monetary and non-monetary) including annual pledges, capital campaign pledges, memorial gifts, one-time donations and other gifts.

Payables:

• Pay vendors in a timely manner.
• Process check requests from staff and committees.
• Fill out check requisition forms when bills arrive from office-related vendors, mail payments for approved bills in a timely manner, and maintain payable files.
• Process monthly and bi-monthly payroll according to employee contracts and letters of employment.
• Make all necessary payments to employee benefit plans accurately and on time.

Record-Keeping:

• Maintain the physical and electronic financial records of the Church.
• Maintain all records and spreadsheets related to endowments and trust relationships under the direction of the Church Treasurer and the Finance Committee.
• Manage the ACS financial system.

Reporting:
• Prepare monthly and year-to-date financial reports for the Church Council, nursery school, committees and people responsible for specific accounts.
• Email monthly each nursery school family a statement/invoice.
• Provide annual and periodic giving records to the congregation.
• Assist staff and committees in the preparation of the annual budget for approval by the Church Council and the congregation.
• Assist the Stewardship Committee with data on pledge contributions.
• At the direction of the Church Treasurer, provide a quarterly report on the endowment funds.
• Collate and compile annual budget binders for the Church Council.

Other:
• Coordinate functionality of ACS with the parties involved in keeping up the hardware and network.
• Facilitate upkeep of information on the website related to giving, finance, and stewardship.
• Maintain relationships with financial service providers.
• Adhere to the financial policies and procedures of the Church.

QUALIFICATIONS:
• Minimum of two to three years of bookkeeping experience.
• Knowledge of basic accounting principles.
• Experience working with financial software, databases, and financial spreadsheets. ACS software experience is a plus.
• Ability to work independently and take initiative in managing projects.
• Strong communication and interpersonal skills.

HOURS AND COMPENSATION:
• The Finance Administrator is a part-time (25 hours per week), non-exempt position subject to the guidelines in the Personnel Handbook and other Church policies. The rate of pay is negotiable.
• Benefits for this position are per the Personnel Handbook.

ADMINISTRATIVE STRUCTURE:
• The Finance Administrator shall be under the direct supervision of the Lead Pastor, in consultation with the Church Treasurer and the Chair of the Finance Committee.