

JOB DESCRIPTION  
FINANCIAL ADMINISTRATOR

First Congregational Church  
461 Pierson St.

Crystal Lake, IL 60014

Please apply at: 815-459-6010 or [lisa@fcc-cl.org](mailto:lisa@fcc-cl.org)

REPORTS TO:           Manager of Operations

DESCRIPTION:        To manage all finance and accounting activities for the congregation. While performing job functions specified, provide for the transition of these functions from manual record-keeping and repetitive data entry to an integrated system using the church's database and accounting software.

HOURS:                An average of 20 hours per week, 52 weeks per year, \$25-\$30/hour

CLASSIFICATION:    Managerial/Exempt

QUALIFICATIONS:

- Knowledge of computer operations, including Microsoft Excel, Quickbooks, and Word
- Knowledge of Automated Church Systems (ACS) database a plus, but FCC is willing to provide training
- Prior bookkeeping experience
- Prior experience with auditors and non-profit finance
- Ability to work independently
- Ability to maintain confidentiality

DUTIES AND RESPONSIBILITIES:

1. Provide primary staff support to the Treasurer and Finance Committee.
2. Prepare Monthly Financial Statements. Activity currently involves:
  - Use of Microsoft Office Excel spread sheet or database to generate report. Report requires manual input and entering the budget, historical, and operating numbers.
  - Manually calculate the allocation of salary related expenses for selected Ministry reports.
  - Email report to Treasurer for distribution and prepare hard copies for distribution at the monthly meeting of the Church Council.
  - Maintain hard and electronic copies for record keeping.
3. Coordinate cash count of Sunday and Special Offerings:
  - Cash count (Cash & Checks) on Mondays performed by two volunteers each week. Financial Administrator verifies counts.
  - Post contributions to member accounts in database.
  - Prepare deposit slips and make bank deposits into church bank accounts in a timely fashion.
  - Store funds in safe as needed.
  - Maintain bank balances for church accounts (Operating Account, Activity Account, etc.).
  - Deposit Capital Campaign collections and transfer funds as required.
  - Manage credit card transactions (requires some manual intervention when members call in pledges against credit cards) and direct deposits. Post contributions to member accounts in ACS. Manage direct deposit amounts per change in member pledges.
4. Provide financial staff support to Finance Committee, Treasurer, and Council, including current and historical pledge and contribution information, analysis and projections.

5. Discreetly provide support and timely information to the senior minister regarding changes in members' circumstances, commitment or patterns of giving.
6. Manage and encourage electronic and automated giving for pledges, programs and special offerings.
7. Post journal entries for bank balances and investment accounts the 1st of each month.
8. Post journal entries for mortgage, tax deposits, etc.
9. Ensure weekly automated computer back-up was successfully completed.
10. Perform payroll and tax functions twice monthly.
11. Prepare and deliver pledge report to each pledging member. Prepare and mail end-of-year report to all contributors for tax purposes.
12. Prepare Form 941 quarterly.
13. Prepare W-2s and 1099s (Non-payroll income) at end of year.
14. Verify and process vendor invoices.
15. Manage minor purchasing activities unique to position (checks, etc.)
16. File and maintain hard copies of invoices.
17. Pay staff pension and healthcare directly to UCC as required.
18. Prepare financial summary for publication in church communications.
19. Communicate cash flow status and status of payables to Treasurer.
20. Prepare quarterly Memorial Report for Endowment/Memorial Chairperson.
21. Maintain important documents, such as insurance policies, vendors agreements, rental contract, etc.
22. Shred documents past storage date requirements.
23. Coordinate member offering envelopes with assigned account numbers (Year end and monthly for new members joining church).
24. Process time sheets for all non-exempt and contract employees.
25. Staff contact for member financial needs/pledges.
26. Manage Endowment Accounts.
27. Track giving/payments for ministries and events.
28. Create reports, track pledges, work w/Stewardship Campaign. Communicate updates.