

Financial Administrator
First United Church of Oak Park Illinois
848 Lake Street
Oak Park, Illinois 60301
708.386.5215

Financial Administrator Job Overview

First United Church of Oak Park is seeking a skilled, trustworthy professional to join our team as Finance Administrator. This is a full-time, salaried position, reporting to the Lead Pastor, with key responsibility for overseeing the Church's financial operations, ensuring integrity, transparency, and compliance with best practices in nonprofit accounting.

At First United Church of Oak Park, we believe that solid financial stewardship is central to fulfilling our mission and ministries. As Finance Administrator, you'll be part of a collaborative, caring team in a church committed to inclusion, Christian growth, social justice, and outreach in Oak Park and beyond. By ensuring that the Church's resources are managed wisely, you'll enable pastors, staff, and ministry teams to focus on spiritual leadership, community engagement, and faithful service.

Key Responsibilities

- Process all receipts, disbursements, and deposits weekly
- Process payroll using Paychex software and manage all tax filings and personnel records for the Church and the First United Nursery School
- Assist in the preparation of the annual budget and produce various monthly and year-to-date financial reports using ACS Financials and Microsoft Excel
- Maintain financial records, reconcile bank accounts, and ensure compliance with GAAP and church policy
- Maintain ACS Financials software and the financial interface with Realm Church Management Software
- Support audits and reviews of finances and respond to financial inquiries from the congregation

Qualifications

At least five years bookkeeping/accounting experience
Familiarity with nonprofit fund accounting, investments, and endowments
Proficient with financial software - ACS Technologies experience a plus, Excel skills essential
Knowledge of Payroll systems and compliant processing
Strong organizational, communication, and time-management skills
Desire to implement new processes and systems to create more efficiencies in the job
Ability to work independently, take initiative, and follow through on requests

- Salary Range: \$47,000-\$50,000
- Generous PTO and contribution to health insurance

To apply please send a cover letter and resume with the subject "Finance Administrator Application" to office@firstunitedoakpark.com. We are a union church of the Presbyterian Church (USA) and the United Church of Christ, dedicated to sharing Christ's radically inclusive love. Our congregation strives to be an inclusive expression of Christ's body, celebrating diversity and finding our unity in Christ. We welcome candidates of all backgrounds.

Help us steward God's resources wisely and serve our community well!

Overview

An open and affirming church. First United Church of Oak Park is located in Oak Park, Illinois. We are an open community united in love and justice.

Website

<http://firstunitedoakpark.com>

Company size

30 employees including Nursery School teachers

Headquarters

Oak Park, Illinois