



# Southminster Presbyterian Church

799 Washington Road  
Pittsburgh, PA 15228-2001  
412-343-8900  
www.spchurch.org  
info@spchurch.org

## JOB DESCRIPTION

### A. General

Job Title: Financial Administrator  
Reports To: Treasurer and Senior Minister

### B. Essential Duties and Responsibilities

1. Maintains all financial records.
2. Processes and pays all bills.
3. Maintains control and designation of all cash receipts - deposits cash and checks at bank, maintains PayPal account.
4. Manages cash flow and all banking requirements.
5. Coordinates and executes all staff payroll and tax forms.
6. Maintains personnel records and acts as benefits administrator.
7. Presents financial records for annual audits.
8. Keeps accurate record of financial giving of members and produces quarterly giving statements and year-end tax statements.
9. Processes all memorial gifts and sends acknowledgments.
10. Separate from church financials, uses QuickBooks to pay bills, deposit revenue and do monthly financial reports for the Early Learning Academy and the Child Care Center. Coordinates and reports to the Director and Treasurer of each.
11. Upholds and assures compliance with professional standards of behavior and development.
12. Performs other duties as assigned by Senior Minister.

### C. Minimum Education and Experience Requirements

- EDUCATION: B.S. in Accounting or related area
- Knowledge of ACS, QuickBooks, Excel
- Desire at least five years of professional business experience.
- Acts 33 and 34 Clearances

## D. Date Job Description Completed

- July 8, 2020

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Representative of Church

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Date

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Employee

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Date