

**FINANCIAL ADMINISTRATOR**  
**Community Presbyterian Church of Ben Avon**

**Reports to:** Head of Staff  
**Status:** Part-Time- 40-50 hours/month-flexible  
**FLSA class:** Non-exempt

The Financial Administrator has primary responsibilities for the financial activities that support the mission of the Community Presbyterian Church of Ben Avon. The position serves as a resource, sharing financial information with the Session and/or committees. Additionally, this position is responsible for maintaining the church's financial transactions ensuring they follow accepted accounting principles.

**Essential Duties**

- Transmit monthly payroll for church staff and Wooden Ladder staff to payroll service ensuring accuracy of data. Record payroll data in Church Windows (CW).
- Follow pastor's Terms of Call and maintain Employment Agreement with PCUSA Board of Pension, including all payments and communication.
- Enter Session approved budgeted amounts received by CPCBA committees into CW.
- Enter appropriate financial information into CW Accounting Module with regards to expenditures.
- Pay all invoices and expense requests per applicable method (paper check or ACH debit) in a timely fashion and record transactions in CW. Ensure that all approvals for payment have been received. Reconcile ACH payments monthly.
- Reconcile monthly bank statement
- Prepare financial reports as needed/requested for Session committees, financial secretary and treasurer. In conjunction with the Finance Committee assist in the development of the church's annual budget.
- Prepare appropriate financial information as required by the Presbytery.
- Invoice Wooden Ladder for their share of expenses which include payroll, phone, custodial services and Workers Compensation.
- Prepare pertinent documentation for yearly audit process

**Relationships**

- The Financial Administrator reports to the Head of Staff and works closely with the Financial Secretary, Treasurer, and the Chair of the Finance Committee with regards to the church's financial matters.

**To apply for this position, send email to [Sfockler6@aol.com](mailto:Sfockler6@aol.com)**