



JOB DESCRIPTION: FINANCIAL ADMINISTRATOR

Reports to: Head of Staff

BECAUSE EASTMINSTER PRESBYTERIAN CHURCH IS A CHRIST CENTERED, INTENTIONALLY CROSS-CULTURAL CHURCH, ALL EMPLOYEES ARE TO BE COMMITTED TO THE GOSPEL OF JESUS CHRIST IN BOTH BEHAVIOR AND LIFESTYLE. IT IS UNDERSTOOD THAT ALL EMPLOYEES OF THE CHURCH WILL BE COMMITTED TO THIS VISION AND BE WELCOMING AND INVITATIONAL TO ALL PERSONS IN THE COURSE OF COMPLETING THEIR DUTIES. ALL STAFF MEMBERS ARE CALLED TO BE ENTHUSIASTIC AND ENERGETIC IN THEIR WORK FOR THE LORD.

PURPOSE:

To serve the church by working with the Property and Finance Committee to provide and maintain complete and accurate accounting of all financial transactions for the Church. Oversee the church budget and inform the Church Pastor and Property & Finance Committee of any concerns.

JOB RESPONSIBILITIES:

- **Receivables:** Receive all incoming revenues including bank wire transfers. Prepare deposits, maintaining complete and accurate journals and ledgers for all sources. Distribute revenues to the designated accounts. Make regular bank deposits. [*Count Sunday morning receipts in the presence of two people.*]
- **Payables:** Receive and review all invoices for accuracy, appropriate authorization, clearly marked account distribution. Issue checks for payment in a timely manner. Perform monthly bank reconciliations. [Each check must be signed by two authorized signers].
- **Payroll:** Manage payroll and taxes for church employees, Childcare Center employees and self-employed contractors. Handle annuity plans, pension plans and personal records that relate to payroll reporting, i.e., vacation, personal and sick leave. All this is done in conjunction with a payroll service provider.
- **Contributions:** Update information for the church membership files for contribution reporting and offering envelope distribution. Maintain a weekly member record of contributions, prepare and mail annual contribution statements. Maintain individual pledge information.

- **Investments/Endowments:** Receive deposits and distribute trust funds, designated gifts, and investment accounts in accordance with specified terms. Track expected incoming amounts for cash flow purposes. [Mission and Outreach checks are prepared and mailed quarterly.]
- **Budget Process:** Work in conjunction with Pastor, elders and the Property and Finance Committee to produce a budget for upcoming year. Prepare preliminary reports and templates for budget forecasting. Prepare timely reports for Session approval.
- **Reporting:** Prepare and distribute monthly Treasurer's Reports for Property and Finance Committee. Prepare monthly reports for departments and committees as requested. Attend necessary meetings for explaining and clarifying reports (including monthly *Property & Finance meeting*).
- **Cash Flow:** *Be diligently aware* of cash flow status, requesting transfers from investments as necessary. [These must be approved by Property and Finance Committee.]
- **Insurance:** Work with insurance broker to analyze and create financial reports for annual review of group healthcare options.
- **Other:**
 - Handle necessary government forms and bank resolutions.
 - Establish and maintain Chart of Accounts.
 - Conduct bank reconciliations monthly.
 - Conduct an external audit every three years or internal review in the intervening years as directed by Property and Finance Committee.
 - Attend weekly devotions/staff meetings.
 - Attend monthly meetings with Property and Finance Committee.
 - Attend annual congregation meeting.

QUALIFICATIONS:

- Self-motivated, able to work independently and to multi-task
- Has experience in financial administration of a non-profit or small business
- Is proficient in using Microsoft Office Suite, specifically Excel
- Is knowledgeable in use of a financial database software, preferably ACS
- Has a general understanding of investments, trust funds, and endowments
- Is organized, efficient, detail-oriented, and able to focus on tasks in a sometimes-hectic environment
- Able to guard time, limiting interpersonal conversation to stay focused on responsibilities
- Proven success in maintaining extreme confidentiality
- Completion of satisfactory background checks, including Acts 33, 34, FBI clearances and credit check
- Proof of current COVID-19 vaccination

EDUCATION/EXPERIENCE:

A Bachelor's degree in Accounting or Financial Management, and a minimum of three to five years' experience in non-profit accounting.

SCHEDULE:

This is a non-exempt, full-time position of approximately 40 hours per week.

TO APPLY:

Please send cover letter and resume to office@eastminsterchurch.net

This job description is not intended to form a guarantee and or contract regarding any term and or condition of employment. Accordingly, Eastminster Presbyterian reserves the right to modify or change any and all terms or conditions, including, job duties and requirements based on operational, fiscal and or performance issues or demands.

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