

JOB TITLE: FINANCIAL ADMINISTRATOR

SUMMARY STATEMENT: Responsible to the church, through the Session, for the management of all operating funds of the church. The Financial Administrator receives direction, fiscal review, and assistance from the Administration and Finance Commission and works collaboratively with the pastors and program staff. This position requires an average of 10 hrs per week but hours may vary as needed especially during end of year processing and reconciliation.

Qualifications: Two (2) or more years experience in the Finance field; Bachelor's degree preferred.

SPECIFIC DUTIES AND RESPONSIBILITIES

Accounts Receivable/Offerings

1. Receive, count, and deposit contributions from the weekly offering and special offerings - including online donations. Ensure that contributions are properly recorded against all members' individual contribution records.
2. Receive interest earnings from financial institutions.

Accounts Payable

1. Collaborate with the Administrative Assistant for organization of bill receipts.
2. Review the invoices to pay the bills and record these expenses against the proper accounts. Make vendor payments on a timely basis.
3. Work with ministry leaders for evaluation of reimbursement requests.
4. Reconcile credit card bills with receipts and review transactions.

Financial Management

1. Ensure all bank investments are executed as directed.
2. Reconcile all balance sheets for accounts at various financial institutions. Analyze discrepancies and make journal entries as needed.
3. Enter monthly journal entries as necessary.
4. Back up Church Windows (accounting software) financial data.
5. Assist the annual church audit team. Remediate audit findings as needed.
6. Prepare, review, and distribute monthly reports to the relevant councils of the church. Include notes about anything councils should be aware of.
7. Prepare quarterly giving statements for church donors.

Payroll and Benefits

1. Prepare and enter payroll information into accounting software. Submit ACH direct deposit info for employees to appropriate financial institutions.
2. Prepare all federal & state tax reports. Make all tax payments on a timely basis.
3. Make all payments for employee benefits.

Assistance with Ministries of the Church

1. Attend occasional meetings.
2. Assist ministries in preparation of annual budgets.
3. Collaborate with the Generosity committee to gather and record annual pledge info.

Other Administrative Tasks

1. Review property, casualty, and liability insurance coverage annually.
2. Help to develop and maintain the financial sections of the church policy manual.
3. Other duties as requested to assist with the financial management of the church.

CORE COMPETENCIES

- ***Integrity and Trust.*** Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes, doesn't misrepresent him/her/themself for personal gain.
- ***Function/Technical Skills.*** Has functional and technical knowledge and skills to do the job at a high level of accomplishment including but not limited to knowledge of Microsoft Office and Google Workspace Apps. Knowledge of Church Windows Management Software is a plus. If unfamiliar with Church Windows, an ability and willingness to learn this program is required.
- ***Self-Development.*** Is personally committed to and actively works to continuously improve him/her/themself; understands that different situations and levels may call for different skills and approaches; works to deploy strengths; works on compensating for weakness and limits.
- ***Composure.*** Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.
- ***Dealing with Ambiguity.*** Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.
- ***Ethics and Values.*** Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; practices what he/she/they preaches.
- ***Informing.*** Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organization; provides individuals information so that they can make accurate decisions; is timely with information.
- ***Work/Life Balance.*** Maintains a conscious balance between work and personal life so that one doesn't dominate the other; is not one-dimensional; knows how to attend to both; gets what he/she/they wants from both.

RELATIONSHIPS:

Works with and gives support to the Administration and Finance Commission, pastors, and program staff. Receives direct supervision from a pastor.

HOURS AND TIME:

This position requires an average of 10 hrs per week, but hours may vary as needed especially during onboarding/training and end of year processing and reconciliation. Office hours are negotiable during hours coinciding with the Administrative Assistant.

COMPENSATION:

\$22.00/hr (no benefits)

Direct inquiries, letters of interest and resumes to:
jobs@massanuttenchurch.org