

**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) years or more of experience in the Finance field; Bachelor's degree preferred.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

1. Ensure safe delivery of Sunday Offerings to the church safe. Receive, count and deposit funds from the weekly offering and ensure that the contributions are properly recorded against all members' individual contribution records. Post credit card donations from website monthly. Likewise receive various other payments, as well as interest payments from financial institutions. Post the breakdown of weekly and special offerings and create the Contributions report.
2. Prepare and distribute monthly Financial Reports to the Administration and Finance Commission for review and distribution to the Session. Track contributions and expenditures by month and make recommendations related to cash management.
3. Attend monthly meetings of the Administration and Finance Commission as an *ex-officio* member of the commission.
4. Attend meetings of the Legacy Funds Board as an *ex-officio* member of the board.
5. Administer the payroll system for the employees of the church and MPC Preschool. Prepare and submit ACH direct deposit for both church and MPC preschool. Prepare all Federal and State tax reports and make any necessary Federal and State tax payments.
6. Complete payments to the Board of Pensions for employees of the church who receive benefits.
7. Pay the bills that have been incurred by the church and record these payments against the proper accounts. Work hand in hand with ministry leaders for approval on reimbursements. Reconcile the credit card bills with receipts and review the transactions thereby providing the church with financial checks and balances.
8. Reconcile each of the Church's bank/investment accounts at various Financial Institutions.
9. Assist ministries in preparation of and updating their budgets, as needed.
10. Prepare four reports a year of individual members' contributions.
11. Ensure all bank investments are executed per the agreement of the Administration and Finance Commission and/or the Legacy Funds Board.
12. Back up Church Windows financial data.
13. Prepare for and work hand in hand with the church audit team including remediating audit findings, as needed.
14. Review property, casualty, and liability insurance coverage annually.
15. Develop and keep Treasurer's procedures manual up to date.
16. Enter monthly journal entries, if necessary.
17. Collaborate with the Administrative Assistant regarding management of bill receipts and payment.
18. Collaborate with the work of the church's stewardship generosity committee.
19. 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/themselves 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/themselves; 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 end of year processing and reconciliation.

**BENEFITS:** None.

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_