

First Presbyterian Church

Position Description

Title: Financial Coordinator
Purpose: Provide Financial services and oversight to the church
Reports to: Pastor as head of staff
Salary: \$32 - \$40 per hour depending on experience
20-30 hours per week during the COVID-19 Pandemic, possible increase when open

*At this time most of our activities, groups and church services are online.
While the office is closed to the public, our active church needs an experienced
and responsible Financial Coordinator to work in the office Monday through Friday.
Work spaces are more than 6 feet apart and social distancing protocols are followed.*

FINANCIAL RESPONSIBILITIES

Management & Oversight

Maintain complete, accurate and timely financial records, including tracking key metrics
Oversee and manage bookkeeping payroll and accounting functions
Oversee cash receipts and disbursements, offerings, gifts, and credit card statements
Process Payroll
Process and post online giving
Approve requests for expenditures
Manage accounts payable
Reconcile monthly statements for all accounts
Communicate financial status and performance, and any concerns to appropriate staff
File all business forms, renewals and reports
Assist with Stewardship duties

Finance Committee Collaboration

Work with the Finance Committee to prepare Monthly Financial Reports and Annual Budget
Attend Finance committee meetings as needed and prepare other financial reports as requested
Occasionally attend monthly Session meetings with Finance Committee Chair
Provide accurate financial assistance and information to all ministry leaders and chairs
Facilitate and assist with the annual outside audit or financial review

ADMINISTRATIVE RESPONSIBILITIES

General Office

Weekly meetings include a staff meeting, and one on one with Pastor
Monitor mail, email and voicemail in a timely manner for the Finance Department
Develop a working knowledge of the structure, mission, and ministries of the Church
Assist Office Manager with human resources paperwork, timesheets, benefits and leave time
Notify Technology or Office Manager staff with repairs or purchase needs
Other duties as assigned

MINIMUM REQUIREMENTS

5+ years' bookkeeping experience

3+ years' QuickBooks experience

Proficient in Microsoft Office programs: Word, Excel, Outlook

Extensive knowledge of general financial accounting

Have knowledge of California Labor Laws and Financial Regulations

Strong organizational skills with demonstrated attention to detail and ability to multi-task

Ability to prioritize work, maintain a calendar of duties and plan tasks according to deadlines

Excellent verbal, written, proofreading, and editorial skills

Punctual, with a commitment to conduct work with integrity, discretion, and confidentiality

Enjoy working independently as well as in teams

Possess a kind and caring spirit in all dealings with the congregation and community

Church or non-profit financial experience helpful

There is not a remote work option, this job requires 100% in office presence

We practice required Distance protocols in the office and all church settings

First interview via zoom

If interested, please send your resume with a cover letter to: fpcnapa.applications@gmail.com