

Financial Administrator: Manages payments by receiving, processing, verifying, and reconciling invoices. Processes payroll by calculating pay and deductions and issuing checks. Performs month-end bank and credit card reconciliations and monthly, quarterly, and annual financial statement reporting. Assists the church administrative staff with accounts payable- and budget-related tasks as needed. Completes requests from church Treasurer and Finance Committee Chair as needed. Accomplishes accounting and organization mission by completing related tasks as needed.

This is a part-time position, 15-20 hours per week.

Accounts Payable Duties:

- Prepares accounts payable invoices and checks.
- Reconciles processed expenses by verifying entries and comparing system reports to balances.
- Charges expenses to accounts and cost centers by analyzing invoices and expense reports and recording entries.
- Prepares reimbursement checks by receiving and verifying expense reports.
- Maintains accounting ledgers by verifying and posting account transactions.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Maintains direct pay vendor accounts.
- Reports sales taxes by calculating requirements on paid invoices.
- Protects organization's values by keeping sensitive accounts payable information confidential.

Payroll Duties:

- Maintains payroll information by collecting, calculating, and entering data.
- Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
- Prepares payroll reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers' compensation payments.
- Maintains payroll operations by following policies and procedures and reporting needed changes.
- Resolves payroll discrepancies by collecting and analyzing necessary information.

- Maintains employee confidentiality and protects payroll operations by keeping information confidential.

Financial Reporting Duties:

- Generates monthly, quarterly, and year-end church financial statements (statement of financial activities, statement of financial position) for church Finance Committee.
- Prepares monthly, quarterly, and year-end payroll reports and documentation.
- Creates annual reports for 1099 and 1096 activity.

Skills/Qualifications: Exhibits knowledge of generally accepted accounting principles and data entry and information processing skills. Exhibits attention to detail and general analytical skills. Exhibits appropriate proficiency with business computing equipment and financial software (QuickBooks experience preferred). Maintains confidentiality and treats sensitive information with appropriate care. Exhibits physical health sufficient to meet the ergonomic standards and demands of the position.

Previous bookkeeping and accounting experience preferred. Non-profit organization experience preferred.