

**University Presbyterian Church
2203 San Antonio Street
Austin, TX 78705**

Financial Manager, Part-time

ABOUT UNIVERSITY PRESBYTERIAN CHURCH:

UPC is an urban church one block from the University of Texas campus. We offer diverse and engaging programs for our congregation, and we provide meeting space for a wide-variety of groups such as Street Youth Ministry of Austin, campus AA and Al-Anon. UPC is a multi-cultural church that also offers services to address the needs of the homeless and economically-disadvantaged. UPC hosts UPLift on Tuesdays, providing financial assistance to those who need help, along with offering food and fellowship. UPC partners with other area churches in the Micah 6 food pantry which operates from our location on Thursdays and Saturdays.

JOB DESCRIPTION- Financial Manager:

Position Details:

- Part-time – 16 hours (possible primary hours Monday – Thursday 10:00 a.m. – 2:00 p.m. Yearly average of 16 hours/week, however hours may be flexible based on seasonal peaks. Attendance is expected at a monthly, evening Finance Committee meeting.
- Compensation - \$33,000 - \$35,000 (approx. \$32 - \$35/hr.)
- Responsible for the financial bookkeeping of the church, monitoring expenditures according to the Financial Disbursement Policy, and reporting to the Finance Committee
- Functions as part of the management team, proactively sharing ideas, and giving guidance on financial matters involving the church
- This position is under the direction of the Senior Pastor, Treasurer, and Finance Committee.

Essential Duties and Responsibilities:

- Maintains appropriate and accurate financial records, ACS Technologies OnDemand (church software), Microsoft Office, Suite, QuickBooks, Paychex,
 - a. Records collections and receipts in the accounting records
 - b. Receives records and acknowledges memorial and honorary gifts to the church.
 - c. Prepares and mails confidential quarterly giving statements to donors
 - d. Processes payments to vendors and others, including obtaining proper documentation and authorization
 - e. Assists in the Stewardship process and may attend Stewardship meetings
 - f. Assists in the preparation of the annual budget
 - g. Maintains vendor files
 - h. Balances and reconciles all accounts on a monthly basis
 - i. Ensures existence of verifiable audit trail for all financial transactions
 - j. Ensures loan progress payments are made
 - k. Prepares and makes weekly bank deposits
 - l. Processes year end 1099s, W-2s, etc.
 - m. Works with auditors as needed

- Prepares payroll
 - a. Ensures proper state and federal filings
 - b. Updates payroll system accordingly
 - c. Ensures completion of IRS documentation
 - d. Verifies payment amounts are correct prior to payment
- Report generation and distribution
 - a. Prepares weekly financial report for UPLift mission
 - b. Prepares monthly financial reports (Income Statements, Balance Sheet, Budget vs. Actual) for committees and staff
 - c. Completes appropriate IRS tax reports
- Communication & Reporting
 - a. Provides timely responses to financial inquiries from committees, staff and the congregation
 - b. Reports on Capital Campaign progress
 - c. Attends Finance Committee meetings and reports on financial activity
 - d. Monitors and reports on investment activity including endowments, and prepares annual analysis for the amount to be expended from UPC's endowment funds
- Human Resources
 - a. Maintains employee files with related payroll documentation
 - b. Ensures proper new hire and termination paperwork is completed, processed and maintains records
 - c. Manages employee benefits: Annual benefits enrollment, changes, etc.
- Business Oversight
 - a. Serves as liaison with third party vendors and insurers
 - b. Maintains contracts and insurance records. Monitors for renewal, etc.
 - c. Reviews proposed contracts for financial feasibility
- Perform other duties as required

Skills, Knowledge & Abilities, Education, and Experience:

- Minimum high school diploma or equivalent; college courses or certifications in finance or bookkeeping preferred
- Proficiency in bookkeeping or accounting – minimum 5 years of experience
- Experienced with church finances
- Familiarity with processing and reporting stock donations
- Confidentiality is a must
- Must be detail-oriented, and number savvy
- Must be able to graciously handle calls and questions from congregation, committee members and donors

Computer & Equipment Requirements

- Proficient in QuickBooks and Excel
- Working knowledge in Microsoft Office, Paychex
- Experienced with church accounting software - ACS Technologies OnDemand

Background check required

Free parking is offered in the parking garage across the street.