

JOB DESCRIPTION FOR FINANCIAL MANAGER

Accountability: to Pastor, Resources and Planning Ministry Team

Supervision: by the pastor as head of staff, by the Staff Oversight Ministry Team for evaluation and review, and by the Session

Responsibilities:

1. Maintain appropriate and accurate financial records, using ACS (church software):
 - Accounts payable and receivable
 - Payroll
 - General Ledger
 - Monthly Income Statements and Balance Sheet
 - Bank Accounts
 - Investment and Other Special Accounts
 - Internal Revenue Tax Reports
 - Individual Confidential Contribution Records
 - Office Petty Cash
2. Prepare and make weekly bank deposits
3. Receive, record and acknowledge memorial gifts to the church
4. Prepare and mail confidential quarterly giving statement to donors
5. Prepare bank reconciliation statements monthly
6. Meet with Resources and Planning Ministry Team monthly to report financials
7. Prepare annual budget in cooperation with Resources and Planning Ministry Team
8. File and maintain pertinent historical documents and financial records
9. Answer telephone as needed
10. Perform other related duties upon request of Resources and Planning Ministry Team, and Pastoral Staff, and Treasurer
11. Maintain Personnel Records
12. Maintain and record financial records for special projects ex. Capital Campaign
13. Work with auditors as needed.

Hours: 15 hours per week. Hours needed may vary, based on time of year.

Evaluation: Performance review will be conducted by the pastor as head of staff. The Staff Committee will annually review the adequacy of compensation.

Compensation: Commensurate with experience