

WESTMINSTER PRESBYTERIAN CHURCH JOB DESCRIPTION

JOB TITLE: Financial Administrator
Updated July 2024

STAFF DESIGNATION: Administrative Staff

APPROVED BY: Human Resources Commission

REPORTS TO: Head of Staff

FLSA STATUS: Exempt, Full-time

JOB SUMMARY: The Financial Administrator is responsible for performing the financial and related functions within the Church office which includes but is not limited to receiving funds, tracking all invoices and expenses of the church, accounts receivable/payable; responsible for accurately entering the members' contributions, issuing periodic member giving statements, preparing monthly/quarterly financial statements and reports.

FINANCIAL ADMINISTRATOR - DUTIES AND RESPONSIBILITIES:

1. Tracks members and visitor pledges, contributions, and donations received to financial software indicating specific contributors account. Works with Finance Commission designee to accurately count and confirm contributions are balanced. Assists donors wishing to designate contributions.
2. Records deposits into appropriate fund in financial software. Ensures funds are deposited in a bank as soon as possible after they are received.
3. Assists members with various donation methods, including electronic, online and stock donations. Confidentially maintains member electronic, online and stock donation documentation (bank account & credit card information) as well as documentation for monthly electronic and online giving transaction batches (credit card, direct debit, etc.)
4. Preparation of all financial reports for Session and Presbytery. Reporting from Gusto provides for documentation to the IRS and the State of Illinois. Supports commission and committee reports as needed, including but not limited to Education Scholarships, Building Fund, Upward Sports, Deacon funds- both budget and Blue Envelope donations and expenses, Memorial Garden, cash flow and member pledge reports.
5. Administration of all accounts receivable/payable including but not limited to fees due from outside groups for WPC building use, and preparation of vouchers and issuance of all voucher checks.

6. Reconciles all bank accounts and investment accounts with exception of the Endowment Fund. This reconciliation is managed by the Endowment Committee.
7. Tracks and reports all revenue, donations and special gift contributions to various committees including, but not limited to Endowment Fund, Memorial & Special Gifts, Scholarships, funeral receptions, weddings and various youth events.
8. Works with the Finance Commission and Audit Committee to provide documentation, reports, and other necessary information for the completion of annual audit. The Treasurer identifies the individual to perform the audit.
9. Reviews and mails quarterly plus early December giving statements to members, verifying accuracy. Communicates and responds to questions and provides information as needed.
10. Serves as a member of the Memorial Garden / Columbarium Committee; attends committee meetings as needed, prepares financial reports, serves as a notary for niche sale documents, collects payments, and oversees that all legal documentation is accurately stored and filed.
11. Tracks income and expenses for WPC Preschool.

ADDITIONAL RESPONSIBILITIES

- Other tasks as assigned by the Head of Staff and / or Finance Commission
- Maintains confidentiality of all church members and visitors.
- Ability to solve problems; to think creatively and quickly; set priorities and meet deadlines as required.
- Must have dedication and enthusiasm and demonstrate superior customer care and satisfaction skills.
- Provide backup, support and training to volunteers and other office personnel as required.
- Works closely with the Moderator of the Finance Commission and Treasurer of the church, through both ongoing communication and regular meetings.
- Regular attendance at work location.

QUALIFICATIONS

- Three to five years of previous financial, administrative office experience, preferably in nonprofit environment.
- Have a gift for leadership, good organization and administration skills. Be a "team player" and 'bridge builder' and relate warmly to the congregation and staff.
- Demonstration of initiative and the ability to work independently, without close supervision.

- Proficiency with computers and software applications, including but not limited to Microsoft Office, QuickBooks.
- Data entry/keyboarding skills with reasonable speed and accuracy.
- Proficient in the operation of office machines, copiers, scanners
- Ability to maintain confidentiality of all church related business both on and off the job
- Excellent computer and organizational skills
- Excellent verbal and written communication skills along with the ability to communicate effectively with Church members, staff and visitors.
- Strong team builder who is willing and able to shepherd volunteers.
- Notary for State of Illinois with regard to Memorial Garden licenses.

LANGUAGE SKILLS

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to staff and volunteers.
- Ability to read, write, and communicate the English language including proper grammar and punctuation.

REASONING ABILITY:

- Ability to perform routine mathematical computations.
- Ability to keypunch information into a computer.
- Ability to sort and file documents alphabetically and numerically.
- Ability to operate general office equipment including a telephone, computer, and adding machine.
- Ability to concentrate and pay close attention to detail with constant breaks in concentration associated with answering phones or speaking in person to staff, members and volunteers requiring assistance.
- Ability to learn and become proficient in specific computer software.
- Ability to maintain an efficient and organized filing system to ensure that items can be retrieved in a timely manner.
- Ability to answer the telephone in a courteous and tactful manner.
- Ability to maintain the confidential nature of the work.
- Ability to follow instructions, plan and organize work, and work under limited supervision.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or touch objects, or controls. The employee frequently is required to talk or hear. The employee is occasionally required to stand; walk; reach above shoulders; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include far and close vision, peripheral vision, depth perception and the ability to adjust focus. We require that the employee be physically present at the work site to effectively perform this job.