

Newtown Presbyterian Church Job Description

Title: Financial Administrator

Reports to: Head of Staff

Direct Reports: 0

Hiring Authority: Personnel Committee of Session

Status: Exempt Part-time employee [Not to exceed 20 hours per week for 52 weeks]

Job Overview:

Provide bookkeeping and accounting services as requested by church councils and committees, including preschool committee, as directed by the supervisor.

Key Responsibilities:

1. Financial reporting:
 - a. Compiles and prepares monthly financial reports as requested
 - b. Works with church's financial auditors and the Treasurer in the preparation of the annual financial audit; acts as liaison with the church's outside accounting firm
 - c. Compiles and prepares all other financial reports, as requested and as may become necessary
2. Cash management:
 - a. Payments and disbursements: reviews invoices or other disbursement requests and prepares checks for Treasurer's signature; reviews and verifies travel and expense reimbursement requests and prepares checks for Treasurer's signature
 - b. Maintains relationships with church's financial institutions and vendors (e.g., lawn care, insurance brokers, etc.)
 - c. Manages church's compliance with its debt obligations including scheduling payments and preparing checks for Treasurer's signature and monitoring compliance with all other terms and covenants of loan agreements
3. Payroll: Submits payroll information to payroll vendor (currently Paychex) and monitors and reviews W-2s , Form 1099s and other payroll and payroll tax reports prepared by payroll vendor
4. Budgeting: compiles needed data and otherwise coordinates with the church councils in the preparation of the church's annual operating and capital budgets and in the preparation of financial reports and materials for the church's annual meeting
5. Vendor: Act as primary contact for various church vendors to ensure vendors are delivering on contracts as agreed
6. Other Responsibilities:
 - a. Provides support to the Personnel Committee by administering benefits, maintaining employee information and other tasks as requested by the Personnel Committee.
 - b. Ensures the confidentiality and security of all financial files and information
 - c. Performs other bookkeeping/accounting tasks as requested by the supervisor
 - d. Verifies revenue transactions and forwards account information to Office Administrator for entry into members' accounts
 - e. Communicates with counters insuring that counters are available and have necessary information to complete counts of church offerings

- f. Enters background check information into computer system and interacts with staff as appropriate for enforcement of NPC Volunteer Guidelines

Qualifications:

1. Bachelor degree preferred in accounting or related programs and/or experience
2. Five years of experience preferred
3. Knowledge of accounting, bookkeeping, general ledger and financial reporting procedures
4. Knowledge and experience with relevant software applications – general ledger (with preference of ACS), payroll and spreadsheet software packages (Excel)
5. Must possess strong analytical skills, be comfortable with financial concepts and be highly accurate in preparation of reports that will be relied upon by the leaders and ruling bodies of the church
6. Ability to maintain confidentiality