



4200 Cary Street Road | Richmond, Virginia 23221
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Financial Administrator | Job Description

The Financial Administrator ensures that church financial records are updated in a timely and accurate manner following the church's financial policies and procedures. Financial records include donor records, cash disbursements, accounts payable, accounts receivable, payroll, financial reports, budgets, and donor-restricted fund records. The Financial Administrator also assists with preparations for the church's annual budget and annual financial audit. The Financial Administrator works with confidential information and must respect privacy and confidences of church staff and church members. This is a part-time, non-exempt position with limited benefits.

Responsibilities and Duties

The responsibilities of the Financial Administrator include, but are not limited to:

- Process payroll for church staff and contractor payments, including quarterly reporting as required by law and issuing year-end W-2 and 1099 forms;
- Accounts payable, including timely and accurate preparation of checks and online payments;
- Maintain donor records accurately with timely quarterly and annual reporting to contributors about the status of pledges and other giving;
- Prepare monthly, quarterly, and annual financial reports in specified formats for staff, Finance Committee, and the Virginia Conference;
- Maintain Stewardship records and generate reports to the Finance Committee;
- Support the Finance Committee and other church staff to ensure timely stewardship campaigns for requesting financial pledges from the congregation;
- Maintain records of donor specific gifts, ensuring that disbursements are appropriate to donor expectations with accurate and timely reporting;
- Work with other staff and volunteers to count, record, and deposit weekly offering and all other financial contributions and payments;
- Work with volunteers to post contributions to donor's giving records;
- Maintain endowment records and process transactions as directed by the Board of Trustees;
- Assist Director of Administration and Finance Committee with annual budget preparation;
- Work with outside auditors and Audit Committee for annual financial audit, including implementation of any audit recommendations;
- Coordinate with clergy requests for benevolence ministries, including record keeping;
- Maintain confidentiality of information learned and used;
- Ensure the integrity of the church's financial operations, maintaining efficient internal controls following the church's financial policies and procedures;
- Ensure compliance with State and Federal laws applicable to position responsibilities;
- May be required to attend weekend or evening events or meetings;
- Other duties as assigned as needs arise and church evolves and changes.

Qualifications and Skills

- Associate's or bachelor's degree in bookkeeping, accounting, or related field from an accredited college or university or comparable experience
- Three plus years of experience in bookkeeping or accounting, preferably in a church setting
- Thorough understanding of bookkeeping and basic accounting rules
- Proficiency with Sage 50 Accounting
- Experience with payroll required; Experience with Paychex preferred
- Experience with church management systems or member management software; Experience with CCIS Shield a plus
- Proficiency with Microsoft Office, including Excel, Word, and Outlook
- Notary public preferred
- Good oral and written communication skills
- A proven record of trustworthiness and honesty
- Ability to maintain confidentiality and be bonded
- Ability to work with others, including staff, members, and volunteers, in a supportive, collegial team relationship supporting the ministries and mission of the church
- Ability to work independently to meet deadlines and manage time efficiently

Expected Hours of Work

This is a part-time position of 24 hours per week. The weekly schedule is to be determined with the Director of Administration and will be within normal business hours of Monday through Friday, 8:30 am-4:30 pm. Evening hours may be required occasionally.

Accountability

The Financial Administrator is supervised by the Director of Administration and is subject to the jurisdiction of the Lead Pastor and the Staff-Parish Relations Committee.

Physical Demands

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

While performing the responsibilities of the job, the employee is required to sit and use their hands and fingers to handle or feel. The employee is required to talk and hear, stand, walk, reach with arms and hands, climb stairs (the offices of Reveille United Methodist Church are located in an historic four story building without an elevator) or balance, and to stoop, kneel, and lift at least 20+ pounds to move equipment and materials. Vision abilities required by this job include close vision for use of PC, ability to read materials related to financial management.

Conclusion

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, activities, duties, responsibilities, or working conditions associated with the position.