

First Presbyterian Church Job Description

Position: Church Business Administrator/Financial Manager

Status: Regular part time, 20-25 hours per week; Monday through Friday

Reports to: Pastor and Session; Liaison to Church Finance and Administration Committee

1. Job Purpose:

To coordinate the administrative and financial business affairs of the church in support of the church's stated mission: "To shine the light of Christ's love – through our life together, with our gifts, and in our daily lives – from the heart of Sioux City, for the sake of God's kingdom in the world." Initial focus of the position will be financial with expectation to become full time Church Business Administrator.

2. Knowledge, talents, and competencies required

- a. Above average organizational and administrative ability.
- b. Knowledge of and ability to provide administrative office support to church organization.
- c. Knowledge of bookkeeping and accounting including payroll and reconciliation of accounts.
- d. Seasoned judgment, compassion and empathy when working with the public, members of the congregation and staff; strong customer service orientation.
- e. Demonstrated ability to maintain discretion and confidentiality in handling sensitive issues in all church matters.
- f. Demonstrated commitment to ethical behavior.
- g. Flexible and able to successfully navigate within a changing environment.
- h. Team player willing and able to work with others and/or work independently as appropriate.
- i. Ability to handle multiple priorities in a flexible, efficient, and service-oriented manner; work with diverse personalities and individuals respectfully inside and outside the church.

3. Level of supervision

Ability to work with minimal direct supervision and build effective working relationships with other staff and church volunteers and members.

4. Specific Duties/Responsibilities

- a. Church Business Administrative Duties.
Understand, support and facilitate the following duties:
 - i. Customary office duties including but not limited to: telephone and email communication; traditional mail communication; monitoring, ordering and managing office supplies; receiving and assisting visitors and members of the congregation.

- ii. Maintain church calendar for congregation activities, committees, and building use schedule.
 - iii. Assure quality publication of Sunday bulletin and that other service bulletins are prepared in timely manner.
 - iv. Edit and prepare monthly newsletter, The Light, in both hardcopy mailer and web formats. Update church web page as needed (daily, weekly, and seasonally).
 - v. Prepare Annual Report in collaboration with pastor and committee chairs.
 - vi. Maintain office filing system and church record books.
 - vii. Provide clerical support to pastor.
 - viii. Obtain and supervise volunteers to cover office duties when needed.
- b. Financial Management Duties
- i. Receive billing, review bills for accuracy, seek appropriate approval for payment, and pay bills.
 - ii. Prepare payroll checks according to procedures, calculate payroll taxes, pay payroll taxes, and send in federal and state reports quarterly and annually.
 - iii. Maintain monthly and annual reports and communicate these reports effectively to Session and Session Committees as directed.
 - iv. Reconcile all banking accounts for checking, savings and investments.
 - v. Maintain an efficient plan of financial record keeping, reporting, and reconciliation of the general ledger, accounts payable, payroll, and individual contribution records. Oversee the timely monthly reports for Session committees, and individual quarterly contribution reports; comply with state and federal payroll reporting requirements. Assist with compliance review. Reconcile quarterly endowment reports to the general ledger.
- c. Other Duties as Assigned (by Session and/or Pastor)

5. Specific skills required

- a. Strong PC hardware and software skills. Preference for experience with Microsoft Office (Word, Excel, Publisher, PowerPoint); accounting software such as QuickBooks. The ability to learn specialized software.
- b. Above average grammar, spelling, proofreading, writing and editing skills.
- c. Exceptional telephone skills.
- d. Ability to use office equipment such as calculator, printer, and copy machine.

6. Experience and education

High school diploma or equivalent. Expertise and experience in office procedures, accounting practices and previously listed specific skills.

TO APPLY:

Submit your resume and completed application form to the Church office either in person or via e-mail to: firstchurchsiouxcityjob@gmail.com

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