

FIRST PRESBYTERIAN CHURCH
Greer, South Carolina

FINANCIAL ADMINISTRATOR

The primary purpose of this position is to maintain accurate financial records of all church financial accounts, ensuring adherence to generally accepted accounting principles. This position is part-time, with work to be performed on a consistent schedule during normal office hours. The person in this staff position will work directly with the Budget and Finance Ministry Team and is accountable to the Session through the Pastor as Head of Staff and to the Personnel/Administration Ministry Team.

Specific responsibilities include the following:

- Be responsible for all financial reporting, including payroll checks, payroll tax returns, recording of contributions, and preparation of quarterly contribution statements.
- Manage, track and report all church accounts, stock transfers, memorials, pledges, and capital campaign pledges. Schedule and supervise offering counters.
- Prepare detailed, specific month-end reports for various committees and all necessary year-end reporting and closing.
- Be responsible for all accounts payable records and payments to suppliers.
- Generate special reports for the Church Treasurer, staff, and Budget and Finance Ministry Team as requested.
- Reconcile the checking/operating accounts and the investment accounts monthly. Reconcile all other bank accounts (e.g., CDs) at least quarterly.
- Reconcile contributions from the Contributions Module to Receipts as posted in the monthly Income/Expense statements on a monthly basis.
- Reconcile restricted accounts monthly
- Meet at least quarterly with the Budget and Finance Ministry Team.
- Assist with general office operations (e.g., answer the phone and door) and other duties and responsibilities of church operations that may from time to time be required.
- Work directly with the Church Treasurer, Ministry Team Chairs, and the Budget and Finance Ministry Team in preparing the annual budget. Assist with the annual stewardship campaign and ongoing stewardship education for the congregation.
- Maintain confidentiality of all church financial reports and records.
- Ensure security of contribution and pledge information. FPCG has a history of only the Treasurer and Financial Administrator having access to individual congregation members' pledges and contributions. This policy shall be adhered to in both spirit and action.
- Other duties and responsibilities as assigned.

Experience/Education:

This staff person shall have appropriate education and experience in bookkeeping and financial accounting practices, preferably in a non-profit organization. S/he shall also have proven experience that demonstrates an ability to interact and work effectively with supervisors, coworkers, and members of the congregation.