Church and Financial Administrator

2021

PURPOSE

Manage the Church Administrative, Financial and Facility operations by providing administrative services to Staff and members, accurate financial statements, and facility maintenance.

ACCOUNTABILITY

The Church and Financial Administrator is accountable to the Pastor as Head of Staff and the Session through the Personnel Committee. Performance reviews will be performed yearly by the Pastor and a representative of the Personnel Committee

QUALIFICATIONS

1. Administrative experience of five years required. This position requires someone who will communicate regularly and effectively to staff and members maintaining confidentiality and sustaining social and compassionate relationships. They are organized and detail oriented.

2. Technology intermediate skills are required for Microsoft Office (Publisher, Word, Excel, and Outlook) and an ability to learn ACS Financial and People suite software. Ability to maintain website changes.

3. Experience in accounting, bookkeeping practices, and troubleshooting protocols.

4. Competency in office equipment operation and maintenance

5. The Administrator's theology and practice of Christian faith must be consistent with our Presbyterian/ Reformed theology and practice.

6. Comply with Church's Protection Policies as well as Employee Responsibilities found in the Personnel Committee's Policies and Procedures.

RELATIONSHIPS

This position is in contact with each member and committee leadership, primarily with staff, Finance and Stewardship, and Session.

RESPONSIBILITES

See attached Work Plan

WORK PLAN For Church and Finance Administrator

PRIMARY RESPONSIBILITIES

Communication

1. Prepare newsletter monthly with content from committees, Pastor, and session and convert to PDF for Enews to the congregation.

2. Prepare worship bulletins for both services and in large print, children's bulletins and attendance record for ushers.

3. Communicate to outside groups using the facility and maintain a church calendar of room use to be posted on the website.

4. Each Monday address cares relating to celebrations and concerns. Mail "Upper Room" to homebound members.

5. Maintain ACS church data as changes happen and update instant Church Directory so phone apps are current. Print directories for staff when needed and members who don't have computer access.

6. Orient new members by preparing bios for bulletin board and newsletter. Complete church registry books with new member info along with ACS, instant Church Directory, Red Books and prepare name tags. Provide new member packets when Pastor has a new member class.

7. In November, request from committee chairs the forthcoming worship planning participants (ushers/greeters, communion preparers, servers (and home communion), opener/closer, sound board, and bread for worship planning purposes. In December, request annual reports from each committee chair and compile for January's Annual Meeting in February. In January, request from committee chairs a list of members to be approved by Session and distributed to staff and Session.

8. Communicate the attendance sheets each Monday and email to the Attendance sub-committee numbers from each service, new and returning visitors. Record visitors in card file and prepare visitor letter if the address is known for the Pastor to sign.

Facilities Management

1. Maintain office equipment including postage and supplies, copier supplies and maintenance, Computer system including communicating with Technical Support Service and taking backup tapes off site.

2. Order supplies for the office from Office Depot when needed.

Events

1. Create RSVP cards for Wednesday dinner and place in sanctuary. Remind members to RSVP. Create a roster in Excel of attendees.

2. Prepare funeral bulletins as requested by Pastor.

3. Assure a baptism ornament is made a week in advance of Baptisms. Give to Pastor along with Certificate of Baptism.

4. Order a rose from florist when a baby is born and put in bulletin to announce to congregation.

5. Create the Lord's Table flower chart each Fall for the following year and periodically check the chart to acknowledge for the bulletins.

6. Records: prepare transfer letters for new members and transfer certificates when needed. Maintain membership records with the Clerk of Session and Pastor which includes births, baptisms, weddings, deaths, transfers, in the computer system, Session's Church Register and Red Book.

Financial Responsibilities

1. Maintain and update ACS Financial Suite software, including Accounts Receivable, Accounts Payable and all other functions pertaining to the finances of the church. Maintain and update ACS People Site software for contributions and member giving, including quarterly contributions letters to members.

2. Maintain Financial Administrator's Work Manual with any changes approved by Pastor in consultation with Finance and Stewardship Committee.

3. Maintain and update payroll-related demographic data for the church and preschool staff. File copies of payroll related documents of staff and record the semi-monthly payroll activity and taxes.

4. Monitor all accounts, transactions, and fees and provide specific and general information, reports, and counsel to the Finance and Stewardship Committee, the Session, and staff.