**Finance Administrator**

**Scope of Position:**

St. Timothy’s is a growing, engaged, and loving community of faith in the Episcopal tradition. Our staff is committed to a work ethic that is collaborative, creative, and fun. The Finance Administrator is a key position in our shared work together. The Finance Administrator is responsible for helping manage the finances of St. Timothy’s Episcopal Church through daily tasks of fund accounting, accounts payable and communication. The Finance Administrator will work closely with the Treasurer, staff and the leadership of the church to help St. Timothy’s build up the ministries of St. Timothy’s and maintain its solid financial footing. This position will help improve and innovate on methods for fundraising and process improvements. The ideal candidate is creative, collaborative, a self-starter, autonomous worker, pursues excellence, willing to learn, values laughter and engagement and is committed to building a more just world through the power of community.

**Compensation and benefits:**

* $25 per hour plus pension
* PTO per Employee Handbook, plus 9 holidays
* Flexible work environment

**General Hours:**

* 24 hours per week
* Monday-Thursday: 9:00am-3:00pm, (work schedule is negotiable)
* Additional hours, as requested by St. Timothy’s, based on parish life needs
* Hours will not exceed 1500/year

**Performance Responsibilities:**

* Help manage church finances:
  + Giving-manage deposits and quarterly giving statement distribution
  + Accounts payable and 1099 reporting
  + Journal entries
  + Financial reporting-monthly financial statements, annual parish meeting, diocesan report, and financial institutions as required
  + Assist Treasurer and Finance Committee in budget preparation
  + Campaign pledge management and reporting
  + Record keeping
  + Quarterly budget reports to ministry leaders
  + Manage credit card reports, including receipt reconciliation, balances, and card usage
  + Monthly bank reconciliations
  + Audit Facilitator-document preparation and coordination
  + Annual Filings-Parochial Report, State and County reports
* Help manage church human resources:
  + Payroll-Manage compensation, PTO and employee updates, run monthly payroll
  + Benefits administration
  + Hiring – Collect and file hiring documentation
  + Background checks – Run and maintain current background checks on staff and volunteers
  + Safeguarding Training Coordinator for staff and volunteers
* Help manage church membership
  + New visitor pathways
  + Membership
  + Realm database management

**Knowledge, Skills, Abilities:**

* Bachelor’s degree in accounting and five years of experience in accounting, or equivalent combination of education and experience
* Proficiency in Microsoft Office Suite (Excel, Word, etc.), fund accounting software (Realm), ADP and Zoom.
* Must be able to demonstrate strong managerial skills and excellent written/oral communication skills
* Ability to multi-task, work independently, make responsible judgement calls, pay attention to details with emphasis on reliably meeting deadlines.
* A warm, welcoming personality is essential to this ministry position that engages parishioners and visitors alike
* Ability to work with diverse personalities and interests
* Possess the ability to handle stress, work both independently and as a team member, and deal with people in a professional manner
* Desire to create healthy, caring, and meaning-driven community

**Experience:**

Experience in a non-profit or community of faith environment is valuable. Possible work experience in, but not limited to: fund accounting, payroll, benefits administration, database management.

April 13, 2021