

CARMEL BAPTIST CHURCH

Position Description

Financial Administrator

Ministry Area: Administration

Reports To: Church Administrator

Supervises: Finance Assistant

FMLA: non-exempt

SUMMARY OF THE BASIC FUNCTION

Responsible for administering the financial policies and procedures established by the Finance and Audit Committees of the church.

GENERAL QUALIFICATIONS

Knowledge: Bachelor's degree or equivalent experience required. Knowledge of church accounting policies and procedures is preferred.

Skills: Must be proficient with spreadsheets and financial reports. Must be able to perform all aspects of financial accounting. Should have proficient calculator and keyboarding skills.

Experience: Must have three to five years of accounting experience, such as general ledger, A/R, A/P and payroll, preferably in a church environment. Additional experience in general office procedures is preferred. Experience with church database software is desired.

Physical Demands/Work Environment: Must be able to sit at a desk and work in front of computer screens for extended periods of time. Requires the ability to lift files, open file cabinets and bend or stand as necessary. May need to lift and/or move boxes up to 40 pounds.

Mental Requirements: Must be able to maintain confidential information. Attention to detail and mental concentration are necessary for performing many functions simultaneously and tolerating frequent disruptions.

SCOPE OF AUTHORITY

Oversees the activities of the finance department of the church for accurate and timely dissemination of financial reports. Responsible for accuracy of data entry, proper handling of all types of income, and compliance with all established financial policies and procedures.

ESSENTIAL FUNCTIONS

- Maintain high level of confidentiality in all aspects of job responsibilities.
- Supervise the Financial Assistant with the execution of accounts payable functions.
- Maintain relationships and communicate with financial institutions with regard to the financial services provided by them for the church.
- Process all monies that are received through offerings, donations, special events, tuition and other functions. Process stock contributions to the church. Oversee and participate in the count of church offerings.
- Post transactions to financial reporting system, general ledger and/or spreadsheets. Maintain chart of accounts.
- Assist with budget preparation. Attend Finance Committee and Budget Preparation Committee meetings as needed.
- Oversee and monitor credit card purchases and payments.
- Prepare account statements for ministry areas and ensure accuracy of such reports.
- Reconcile accounts and bank statements. Prepare monthly financial statements for the Finance Committee.
- Maintain cash for Wednesday night supper.
- Assist as necessary with payroll preparation and recordkeeping.
- Provide data for annual audit of church financial records by outside auditor. Interact with auditor during audit.
- Other duties as assigned.