



ALL SAINTS

PRESBYTERIAN

All Saints Presbyterian Church

JOB DESCRIPTION

JOB TITLE: Finance Administrator

REPORTS TO: Director of Finance & Operations

OVERALL MISSION:

To serve our Triune God through the faithful maintenance of All Saints' accounting and finance records, and bringing excellence to the Kingdom in doing so, that the All Saints church community might live as the body of Christ in Austin for the world.

SCOPE OF POSITION:

The Finance Administrator will be responsible for the church's financial resources and for making and maintaining the day-to-day accounting and financial records. Duties will be tailored for the number of hours/week available.

SPECIFIC RESPONSIBILITIES:

- Fund Management: maintain and reconcile transactions for all funds: operating, missions, building & property, benevolence, and all other designated funds.
- Accounts Receivable
 - Account accurately for monies received by the church and preschool; make deposits.
 - Maintain contribution records; record contributions and deposits; produce periodic contribution statements as needed.
 - Assist with year-end contribution statements and preschool tuition statements.
 - Record stock contributions, send trust and stock acknowledgements and IRS Form 8283s.
 - Assist other staff members by building forms for incoming payments for church events; maintain proper coding for data export into contribution module.
- Accounts Payable
 - Process payables for payment, run checks, handle recurring and single bill payments, maintain Form W-9s
 - Maintain proper bank account balances and handle bank transfers
 - Process reimbursements to employees and volunteers
 - Make credit card payments and perform credit card reconciliations.
- Payroll: process, reconcile, meet deadlines on deposits and reports, submit payroll taxes (EFTPS) and quarterly Form 941s, and assist with annual Form W-2s and Form 1099s.
- Financials: reconcile monthly; assemble supplemental reports
- Maintain employee insurance files and workers comp claims. Maintain certificates of insurance.
- Oversee Finance Interns. Maintain current job descriptions and a current record of responsibilities. Evaluate job performance, and end employment when necessary.
- Attend staff meetings (full staff meetings and operations staff meetings). As able, attend Morning & Evening Prayer (9:30 & 3:00).
- Be present at work according to the work schedule agreed upon by you and your supervisor. Notify your supervisor in the event of an absence or change in your schedule.
- Accomplish other duties as assigned by supervisor.

SKILLS AND QUALIFICATIONS:

1. Love for God and for the Church.
2. Enthusiasm for All Saints' philosophy of ministry.
3. Education: undergraduate degree or greater
4. Experience: 3-5 years in business administration or a related field.
5. Proficiency in basic office equipment and telephone skills.
6. Computer proficiency; familiarity with the following software is preferred: Microsoft Office, Google Suite. Familiarity with Blackbaud Financial Edge NXT cloud software is a plus but not required.
7. Dependability, accuracy, and confidentiality.
8. Sufficiently relational. Warm personality.
9. Hard working, committed to excellence, and self-motivated.
10. Humble and teachable spirit.
11. Natural affinity for collaboration and teamwork.

CLASSIFICATIONS: Part-time*: 10-29 hours/week, non-exempt (per FLSA; eligible for overtime pay), non-ministerial (per IRS and FLSA), Operations Staff

*May become a full-time position under the right circumstances, and if desired by the Finance Administrator.