



## First Presbyterian Church of Augusta

### Job Description: **Accounting and Finance Manager**

#### *Church Mission Statement*

To Restore People and Rebuild Places through the Gospel of Jesus Christ

#### *Reports To*

Director of Ministry Operations

*Employee Classification:* Salary Exempt                      *Role:* Operations  
*Employee Work Status:* Full Time                              *Hours per Week:* 40

#### *Staff and Volunteers Who Report to You*

Bookkeeper

#### *Job Purpose*

The primary purpose of the Accounting and Finance Manager is to oversee FPC's finances, which include financial management and reporting, payroll management, and overseeing contributions and payables.

#### *Essential Job Responsibilities with Percentage of Time*

##### *Financial Management: 35%*

- Ensure all FPC Financial Policies are being followed and the church is above reproach regarding all finances
- Manage bank accounts and all deposits, transfers, ACH transaction, and wires
- Manage credit card accounts
- Perform month-end journal entries and internal account transfers
- Reconcile all banking accounts monthly
- Oversee FPC investment accounts; calculate and issue payments from investments if the church chooses to take a disbursement
- Initiate annual audit with a local firm to ensure the church's finances are all in good order

##### *Financial Reporting: 15%*

- Create monthly budget reports for each ministry department
- Notify ministry leaders if they are reaching their budget limit and update Director of Ministry Operations of any budget issues
- Create monthly giving and budget reports for the Operations & Stewardship Team and FPC Officers
- Create financial reports for Director of Ministry Operations as needed

##### *Manage Payroll: 15%*

- Review timesheets, correct errors, and submit to payroll processing company
- Manage employee payroll deductions for retirement, insurance, HSA, and FSA
- Process Campus Outreach auto allowances and ensure proper documentation
- Post payroll to General Ledger including payroll taxes
- Complete all tax documents including W2, 1099, 1095, etc.
- Review IRS reports and correspond as needed
- Collect and process all new hire information (I9, W4, Georgia new hire, Federal database)

#### *Oversee Contributions: 15%*

- Supervise and assist Bookkeeper as needed with processing contributions, donations, memorials, etc.
- Manage on-line and mobile giving
- Process trust, stock, non-cash assets and endowment gifts
- Write letters of acknowledgement for stock gifts, QCDs, items of value received, and auto-donations
- Oversee designated giving to ensure proper recording and disbursement
- Oversee the mailing of all donor contribution statements on an annual basis
- Manage capital campaign pledges if applicable

#### *Process Payables: 5%*

- Review payables to ensure appropriate documentation, approvals, and account numbers are provided
- Ensure funds are available in designated account before approving payment requests
- Sign all checks and process ACH payments online

#### *Manage FPC Benevolences: 5%*

- Determine and allocate income and issue checks quarterly to appropriate missions agencies for both budgeted and unbudgeted benevolences
- Communicate with Director of Missions to maintain list of active missionaries and organizations that receive benevolence disbursements

#### *Other: 10%*

- Serve as point-of-contact for all financial software for donor giving, financial reporting, and payroll (Ministry Platform, ACS)
- Serve as point-of-contact for annual renewal of workers comp, life insurance, and disability insurance
- Stay up to date on payroll, tax, charitable giving, and employment laws

#### *Job Qualifications*

##### Christian Faith

- Understanding of and adherence to First Presbyterian Church's mission, statement of beliefs, and authority

##### Education and Experience

- Bachelor's degree in accounting or related degree
- 5+ years of experience in accounting and/or relevant experience preferred
- Experience in financial management with a non-profit is a plus
- Experience with financial and payroll software systems

##### Character Requirements

- Proactive leadership and ownership of the Accounting and Finance Department
- Flexibility and willingness to change as the needs of the job change
- Communicate with respect and dignity to all staff and members and maintain positive relationships

##### Cognitive Requirements

- Analytical thinking
- Strong attention to detail and organizational skills
- Communicate effectively in writing and verbally with staff, church members and non-church members

##### Physical Requirements

This position is classified as sedentary work requiring:

- Remaining in a stationary position most of the day, but walking and standing are required occasionally to get around the church campus
- Operating standard office equipment such as a computer and copier

**Send resume and cover letter to [slanclos@firstpresaugusta.org](mailto:slanclos@firstpresaugusta.org)**