



NEW ST. PETER'S PRESBYTERIAN CHURCH

Payroll & Finance Coordinator

Part Time (8-10 hrs per week)

Job Title: Payroll & Finance Coordinator

Date Posted: 10/6/2022

Purpose of Role: To coordinate monthly payroll, bookkeeping and finance needs for several parties, including: pastoral staff, ministry staff, office administrator and finance committee

Key Job Responsibilities:

- Process monthly payroll for all NSP staff (not including contractors)
- Pay and file all IRS related fees & documents
- Manage accounts payable in church finance & accounting software
- Manage & process donations
- Financial reporting (such as income statements, balance sheets, giving analysis) as needed
- Assist finance committee with annual budget process

Training, Education & Experience:

- Finance or accounting degree preferred but not required
- Experience in payroll
- Experience in business bookkeeping
- Willingness to be trained on internal financial software

Character & Skills

- Discretion regarding giving and other financial matters
- Maturing believer in Christ

Additional Information:

- Reports to: Director of Operations
- Salary: Hourly, commensurate with experience
- Flexible hours & ability to work remotely

To apply, please send a resume, cover letter, and 3 references to:
alex.dean@newstpeters.org