

**Village Seven Presbyterian Church
Job Description**

Job Title: Financial Specialist

Purpose: This position is a ministry of administration, service, and helps that provides administrative support in the areas of finances (accounting, payroll, reporting, record keeping), insurance (health, property, workers' compensation, and liability), and human resources for Village Seven Presbyterian Church.

Department: Administration

Reports to: Administrative Pastor

Pay Type: Hourly Salaried

Time Required: 32-37 hours per week

Eligible for Overtime: Yes No

If no, check type of exemption: Professional Executive Administrative Ministerial

Supervisory Position: Yes No

If yes, check type: Employees #_____ Contract Wkrs #_____ Volunteers #_____

Supervisory responsibilities include assigning, scheduling, monitoring and controlling work; evaluating and managing performance; interviewing, hiring, and orienting new employees; training employees when necessary; making salary recommendations; and recommending discipline or termination when necessary.

Job Titles Supervised (if applicable):

Works closely with: Administrative Pastor, Staff, Deacons, Church Treasurer

Duties and Responsibilities:

A. Finances:

- a. Operate and maintain the financial and accounting system of Village Seven Presbyterian Church
 - i. Pay all monthly accounts, as well as requests from the Administrative Pastor's approved requisitions and monthly mission checks
 - ii. Enter employees' VISA charges and pay monthly VISA bills
 - iii. Receive, record, and deposit all monies that come in from Sunday's offering and during the week
 - iv. Record all giving from offering, mail, and online donations
 - v. Prepare, email and mail giving statements quarterly
 - vi. Record online payments from events
 - vii. Maintain confidentiality of members' financial giving
 - viii. Work with our stockbroker as stock donations are received, then send letters to donors
 - ix. Prepare and mail letters for non-cash donations to donors
 - x. Prepare and mail letters for donations from IRA's, donor-advised funds etc.
 - xi. Prepare and disburse monthly financial reports
 - xii. Reconcile bank statements to QuickBooks

- xiii. Prepare and post journal entries relating to interest from bank accounts, copier and postage charges to various ministries, adjust accounts (i.e. moving monies within the ministries)
- xiv. Maintain control and disbursement of petty cash
- xv. Maintain filing system for all vendors
- xvi. Prepare the financial section of the PCA Statistical Report annually
- xvii. Prepare year-end donor report for Session's Thank-A-Thon
- b. Payroll
 - i. Keep track of employee hours (including vacation, sick time and other time away) and make necessary adjustments in TimeClick; print time sheets for payroll
 - ii. Prepare and pay payroll every two weeks; send Direct Deposit to bank
 - iii. Prepare and deposit necessary payroll taxes: Federal, FICA, and State Withholding; prepare and file 941 Quarterly reports; prepare W-2 and 1099 forms and file reports for all employees before January 31st of following year
- c. Budget
 - i. Work with Administrative Pastor and staff in the budget process
 - ii. Prepare and distribute monthly budget reports to staff / departments
 - iii. Adjust budget as requested by the Administrative Pastor or Session

B. Human Resources:

- a. Handle new-hire paperwork, to include background checks
- b. Set up new employees with Health, Dental and Vision Insurance, PCA Life / Optional / Term / LTD Insurance and Health Savings Accounts as needed
- c. Communicate with insurance representative as needed (questions, changes, updates)
- d. Maintain employee files
- e. Maintain and pay Tax Sheltered Annuities for employees
- f. Maintain and pay Health Savings Accounts for employees
- g. File Work Comp or Accident Reports with the insurance company

C. General and Other Duties:

- a. Maintain and restock supplies
- b. Refill postage meter when needed
- c. Answer the telephone at reception desk on occasion when the receptionist is away or at lunch
- d. Answer financial questions from vendors, members, or others
- e. Work with Auditors in preparing the audits or reviews
- f. Attend weekly staff prayer meetings and monthly administrative assistant meetings
- g. Order sympathy flowers for members' families
- h. Notarize documents as needed (if a Notary)

Minimum Requirements:

Faith: This position must be held by an individual who is an active, practicing evangelical Christian and is committed to the church's vision and mission and agrees with our Statement of Faith. There is no other background that can substitute for this requirement.

Education: High school diploma or the equivalent; a Bachelor’s Degree in accounting or business is preferred. Other background may be substituted for this requirement providing it demonstrates suitable experience, knowledge and skills.

Experience: Must have a minimum of three years’ experience in bookkeeping or related accounting areas. Must have excellent computer skills, with good working knowledge of QuickBooks, Excel, and Word, and be able to learn and proficiently use Servant Keeper or other church management software. Must be organized and structured, able to handle a variety of tasks. Able to work well with others and vendors, as well as alone. Must have good telephone and communication skills. Other background may be substituted for this requirement providing it demonstrates suitable experience, knowledge and skills.

Or other background demonstrating application of the following knowledge, skills, and abilities:

- Knowledge of and experience in using QuickBooks, Word, Excel, church management software, etc.
- Ability to keep confidences and protect confidential information reliably
- Understanding of and experience in basic bookkeeping

Physical, Mental, and Emotional Requirements of this Position Include:

<i>WORKING ENVIRONMENT:</i>	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)		X	
HEAT (90 F or more)	X		
GASES/FUMES/DUST	X		
HEIGHTS	X		
NOISE	X		
CLIMBING (Stairs/Ladders)			X
DRIVING		X	
CRAWLING OR KNEELING	X		
BENDING			X
WALKING/Uneven Surfaces			X
WORKING ALONE	X		
WORK WITH OTHERS			X
CHEMICALS/SOLVENTS	X		
<i>MOVING HEAVY ITEMS:</i>	SELDOM	OCCASIONAL	FREQUENT
LIFTING/LOWERING	over 20 lbs	10 – 20 lbs	under 10 lbs
REACHING FORWARD	over 20 lbs	10 – 20 lbs	under 10 lbs
PUSHING/PUSHING	over 20 lbs	10 – 20 lbs	under 10 lbs
CARRYING	over 20 lbs	10 – 20 lbs	under 10 lbs
<i>MENTAL DEMANDS</i>			
REGULARLY PRESENT AT WORKPLACE			X
SPEAKING TO LARGE GROUPS		X	
INTERPRETING OR ANALYZING DATA			X
MAKING QUICK DECISIONS			X

<i>SENSORY CAPABILITIES</i>	SELDOM	OCCASIONAL	FREQUENT
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMINATION	X		
HEARING			X
SPEECH			X
MANUAL DEXTERITY			X
EYE/HAND COORDIN.			X
<i>TRAVEL:</i>			
Local		X	
National	X		
International	X		
REPETITIVE MOVEMENTS:			
(please list) Use of computer and mouse.			X
<i>OPERATING MACHINERY:</i>			
FACSIMILE (FAX)	X		
COMPUTER /MOUSE			X
COPIER/PRINTER			X
TELEPHONE			X
<i>EMOTIONAL DEMANDS</i>			
CALM IN STRESSFUL SITUATIONS		X	
SUPPORTIVE TO THOSE IN CRISIS		X	
FREQUENT INTERRUPTIONS			X
MULTIPLE DEMANDS OR PRIORITIES			X

Pay and Benefits: The hourly rate range for this full-time position (minimum 40 hours per week) is \$25.00 to \$35.00. Benefits may include health insurance (employer pays 80% of premiums), TSA match, Vacation time, Holidays (10 days), and Sick leave (up to 12 days).

Evaluation: This position is evaluated annually by the Administrative Pastor. A written report is prepared of this evaluation and signed by the Financial Specialist and the Administrative Pastor. During

the course of the evaluation, the Job Description shall be reviewed and needed alterations discussed.

This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job. It is intended to be a reflection of the principal job elements essential for making compensation and employment decisions.

Employee's Affirmation:

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I have read this job description and understand its requirements. I affirm that I have the physical, mental, and emotional ability to perform the Duties and Responsibilities of the position and that I have informed the supervisor of any accommodations I need to do so. In addition, I affirm that I understand my role in the ministry of the Church, that I fully support that ministry, and that I will behave in a way that is consistent with belief in Jesus Christ, the Scriptures, and the teaching of the church.

Employee's Printed Name: _____

Employee's Signature: _____ **Date:** _____

This document was last reviewed on November 17, 2022.