



# ALL SAINTS

PRESBYTERIAN

## JOB DESCRIPTION

**JOB TITLE:** Finance Leader (title TBD)

**REPORTS TO:** Executive Director of Operations

**OVERALL MISSION:**

To serve our Triune God through the hands-on oversight of All Saints' finances, and to play this behind-the-scenes role with excellence, that All Saints might live and love as the body of Christ in Austin for the world.

**SCOPE OF POSITION:**

The Finance Leader will be responsible to lead All Saints in its behind-the-scenes financial operations, directly and indirectly through other staff.

**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 pledge and contribution records; record contributions and deposits; produce periodic contribution statements as needed.
  - Issue year-end contribution statements.
  - Record stock contributions, send trust and stock acknowledgements and IRS Form 8283s.
  - Assist in processing vehicle donations.
  - Assist other staff members by building payment forms for church events.
- **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**
  - Lead the payroll administration effort, including administrative onboarding of new hires.
  - Process payroll, reconcile, meet deadlines on deposits and reports, submit payroll taxes and quarterly Form 941s, and assist with annual Form W-2s and Form 1099s.
- **Insurance:** maintain employee insurance files and workers comp information. Maintain certificates of insurance.
- **Reporting & Budgeting**
  - Reconcile financials regularly, and provide reports to staff.
  - Produce periodic financial reports for the Finance Committee and Session.
  - Publish financial reports to the congregation no less often than annually.
  - Assist with the annual budget process, with the goal of facilitating the execution of ministry objectives in accordance with the vision of All Saints, and in collaboration with the church staff.
- **Policies:** establish sound financial policies and procedures, and follow them.
- **Legal matters and risk management**
  - Keep All Saints within legal bounds as an employer.
  - Maintain insurance policies necessary to limit All Saints' exposure to risk of financial loss.
  - Ensure fair hiring practices and personnel policies and procedures.
  - Administer employee benefits in an equitable manner.

- Team and committee participation
  - Participate in weekly staff meetings, as assigned: full-staff meetings, operations staff meetings.
  - Participate in meetings of the Finance Cmte (quarterly).
- Specialty procurement
  - Evaluate options on major purchase/lease expenditures, including office equipment and space rental.
  - Source high-volume, consumable supplies at low prices.
- Supervision: oversee direct reports. For each direct report, establish a job description and maintain a current record of each person's responsibilities. Coach, encourage, and assist when needed. Serve as a dialogue partner. Evaluate job performance, and end employment when necessary.
  - Finance Specialist(s)
  - Finance Intern(s)
- Continuing Education and Networking
  - Continue learning. If not already obtained, pursue CCA certification.
  - Participate in church groups and networks to foster camaraderie and mutual encouragement among local church administrators in like roles – such groups may include:
    - Austin-area church HR/Finance group
    - Austin-area church administrators group
    - PCA church administrators group
    - The Church Network
  - Serve as a resource for other churches, especially those in our area and/or our denomination. Consult with those who have questions. Recommend best practices.
- 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, training, and experience in business, finance, and leadership.
4. Tenacity. Hard working, committed to excellence, and self-motivated.
5. Methodical, precise, dependable.
6. Computer proficiency: mastery in Microsoft Excel and Word; types 60+ wpm.
7. Preferred: Certified Church Administrator (CCA) credential, or willingness to pursue certification.
8. Bonus: familiarity with Sage Intacct financial accounting cloud software.
9. Sufficiently relational. Warm personality.
10. Strong management skills, and creative at solving problems and developing solutions.
11. Steady and calm during crises and committed to conflict resolution.
12. Humble and teachable spirit.
13. Affinity for collaboration and teamwork.

**CLASSIFICATION:** Full-time: 40+ hours/week, exempt (per FLSA), non-ministerial (per IRS and FLSA), Operations Staff