



The First Presbyterian Church

54 High Street

Newton, NJ 07860-1708

Church Office: (973) 383-4420

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Website: fpcnewtonnj.org

POSITION DESCRIPTION: FINANCIAL ADMINISTRATOR

The Church Financial Administrator shall be responsible to the Pastor as staff, and shall relate to the Session through the Personnel and Office Management Committee, and work directly with the Finance and Facilities Committee. This is a part-time position of a maximum of 15 hours a week with no benefits. At least some of the work must be done on site. Salary will be based on experience.

QUALIFICATIONS

1. Must be a mature individual with at least a high school diploma and a minimum of two years' experience in finance, investing, and/or bookkeeping skills. The person shall exhibit an understanding of the church's mission and ministry, and shall be willing to learn.
2. Requires exceptional degrees of tact and maturity, and the ability to maintain strict confidence, and to work with all other staff and volunteers.
3. Need a thorough knowledge of payroll accounting, deposits and withdrawals from checking and savings, and creating financial reports from both the church investments and from the monthly activity in church accounts. The person must be willing to be bonded.
4. Must be computer literate and have a working knowledge of church management software and be able to learn the one owned by the church (Servant Keeper) which includes a membership database, including contribution/pledge data.

RESPONSIBILITIES

Count the Sunday offering; Post entry of all monies for various funds, currently using Quick Books; Deposit and post to member giving, providing semiannual and annual statements to all contributors, which can be communicated electronically. Acknowledge memorial gifts and special gifts as needed with thank you notes. Keep all disbursement records, writing checks, and paying bills. Process payroll, filing appropriate reports and paying payroll taxes to State and Federal governing bodies (e.g. IRS) and appropriately keeping track of annual W-4 forms and creating W-2 and 1099 and other needed documents at year's end.

Prepare monthly, quarterly, and year end-treasurer's report for the Session and the Finance and Facilities Committee; such reports to be completed in time for the monthly meetings of these committees. May be asked to attend an evening ½ hour of Session meeting at times.

Report on all invested funds under the direction of the Session with input from the Finance and Facilities Committee and with the advice of the Church's Investment Advisor. May need to meet with the Finance and Facilities Team.

Working with the Committee Moderators and their direct input, prepare the annual budget.

Provide annual reports to the Congregation (end of year prepared for the February meeting).

Work with the Stewardship Committee and provide information, as needed.

Coordinate and communicate with leaseholders of church buildings and rooms, keeping the Finance and Facilities Team informed.

As it is understood that this new position is in flux, the candidate will be hired with a three-month review for all parties to ascertain how the position has changed or needs to change.

Resumes should be sent to the Interim Pastor Heather Morrison Yaden through the church email address above.