

Christ Presbyterian Church

Position Description

Position Title: Finance Associate – Part Time (25-30 hours), Non-Exempt

Last Revised: April 3, 2019

Accountability and Relationships: The Finance Associate reports to the Head of Staff and works closely with the Treasurer. The Head of Staff and Treasurer will have the principal role in assessing the performance of the Finance Associate, with input from the Pastoral Staff, Office Staff, the Chair of the Finance Committee and other individuals with whom the individual will have contact. The Finance Associate will have contact with other members of the congregation, and should respond in a helpful, professional manner.

Purpose: The Finance Associate is responsible for the accurate recording of all financial activity and the timely reporting of financial information to appropriate recipients. The Finance Associate will complete assigned ad-hoc projects in a timely and thorough manner. The individual will perform all duties in compliance with the CPC Financial Policy & Procedures Manual.

As Finance Associate:

Accounting Activities

- Timely preparation and recording of all payment for bills and invoices; record all manual checks and maximize use of electronic payments with accuracy and efficiency
- Process bi-weekly payroll transactions; maintain appropriate payroll records, including processing federal wage reports and state wage reports; and manage benefits
- Record, post and deposit all income received during the week; post all banking transactions to the general ledger
- Perform all reconciliations, journal entries and other month-end activities; prepare and distribute all monthly reports
- Maintain accurate records of all trust transactions and giving schedules
- Maintain the general ledger system, including the chart of accounts
- Maintain confidential personnel files

Budget Activities

- Assist the Treasurer and Session in the preparation of all budget materials and related supporting documentation
- Assist Commission chairs in the preparation of their budget drafts
- Assist in the preparation of the final budget
- Monitor and review budget variances on a monthly basis; prepare variance reports for distribution to appropriate individuals

Stewardship Activities

- Record all regular and special offerings, gifts, pledges and other donations into the stewardship records
- Create and distribute contribution statements on a semi-annual basis
- Generate reports summarizing pledge commitments and contributions made on an as-needed basis

Other Responsibilities

- Assist in the preparation for the annual audit or review, including meeting with the auditors, preparing worksheets and materials for the auditors, working with the auditors to ensure a smooth process; assist the Treasurer in reviewing the management letter and the response
- Prepare materials for all Stewardship Commission, Finance Committee and Session meetings
- At the direction of the Treasurer, maintain the CPC Financial Policy and Procedures Manual
- Assist in other projects and activities as requested by the Head of Staff or Commission Chairs

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Qualifications

- Bachelor's degree in accounting and 3-5 years of experience
- Familiarity with accounting software, including general ledger systems
- Knowledge of non-profit accounting principles is a plus
- Ability to work independently
- Ability to handle confidential information
- Word processing and advanced spreadsheet skills

Other Position-Specific Information

- Reports to Head of Staff
- Works with Office Manager for mutual back-up of critical job duties