

Believers Fellowship Finance Manager
Job Description
January 2019

POSITION RESPONSIBILITIES

This position is responsible for bookkeeping, budget preparation, payroll, and human resource support.

General Qualifications:

- Familiarity with typical office functions, both administrative and financial
- Excellent oral, written & phone communication skills
- A personal demeanor that is pleasant, encouraging and reflective of a godly life
- The ability to manage information well, including maintaining a high degree of confidentiality when necessary

Required skills:

- Proficient with typical office equipment including personal computers, printers, multi-line phone system, fax, copy machine, etc.
- Basic competency with various software products including Word, Excel, and Quicken/QuickBooks. Experience with Publisher and Photoshop Elements is a plus, as is a general understanding of databases and e-mail.
- Must have an eye for details and organization, while also understanding how the details and organization fit into the bigger picture.
- Must be able to work independently, exercising good judgment in working through administrative matters. This presupposes the ability to work with minimal supervision. At the same time, this person must be able to work together with others and enjoy the process of helping others to excel in their areas of giftedness.
- This position will involve working together with one or more employees and/or volunteers.
- This person must be able to function with a high degree of confidentiality and discretion regarding the sharing of information.

Position requirements:

- This is a part-time position, traditionally encompassing about 17 hours per week on Mondays and Tuesdays. However, these hours could be spread out differently at the discretion of the Church Administrator.
- The office hours can be somewhat flexible. The published staff office hours are M – Th, 9:00 – 4:00. However, the expectation is office staff are in the building from 8:30 a.m. – 5:00 p.m. It is important to have front office and phone coverage during office hours. This can be shared with the part time office assistant and the Church Administrator.

Areas of Responsibility:

The following is a listing of some of the typical responsibilities of this position. Some tasks are daily/weekly/monthly, while others occur in accordance with the appropriate fiscal calendar. Not all of these tasks are accomplished solely by the Finance Administrator, but they fall under the umbrella of this individual. The other part-time administrative staff are very instrumental in assisting with several of these areas.

Administrative:

- Answer phones, direct calls appropriately, and greet visitors
- Assist with producing mailings, letters, invitations, etc.
- Assist with maintaining the church database
- Assist with sending out prayer requests via email
- Order and/or shop for office supplies, janitorial supplies, etc.
- Assist with monitoring building key holders and distribution of keys and alarm codes
- Coordinate maintenance contracts for: HVAC, alarm system, elevator, fire sprinkler system, and copier
- Open and distribute incoming mail

Financial/Human Resources:

- Accomplish all bookkeeping, including accounts payable, payroll, bank account reconciliation, monthly & quarterly tax filing, misc. tax forms, L & I reports, etc.
- Maintain employment records for each employee, including filing personnel reports, 1099's, W-2s, background checks, etc.
- Maintain files – personnel, tax, insurance, Accounts Receivable, Accounts Payable, etc.
- Create spreadsheets as needed for special tasks
- Assist with budget planning and budget projections
- Provide financial reports for Elders/Deacons on a monthly, quarterly, annual basis
- Occasionally make bank deposits
- Set up financial record keeping for Youth Group events that involve payments – camps, retreats, etc.