

# Westminster Presbyterian Church

## Job Description

<b>Job Title</b>	Financial Administrator and Church Treasurer
<b>Department</b>	Administration
<b>Reports To</b>	Church Administrator and Trustees
<b>Date</b>	4/11/21

### Overall Responsibility

Responsible for financial and business-related functions of the church.

### Key Tasks and Responsibilities

- Responsible for the accounting for all church funds for the accurate and timely reporting of financial management reports including, but not limited to, monthly and quarterly financial statements and annual financial and workers compensation audits and annual budgets.
- Oversee the activities of the disbursement of funds ensuring the accurate and timely processing of accounts payable, cash flow within budget allocations, payroll processing and payroll tax compliance. Assist in the benevolence ministries in responsible disbursements.
- Manage the collections for the church to ensure accurate and timely deposits. Oversee the receipt, counting, recording, safekeeping and deposit of church income. Prepare quarterly and year-end donation statements.
- Establish and maintain internal controls and church policies.
- Participate in a wide variety of special projects and compile a variety of special reports.
- Serve as a staff relationship to the entire church, with special responsibility to the Board of Trustees, Finance Committee, Planning Committee, Endowment Board of Managers, WPS Finance Committee and Board, Thrift Shop Board of Directors, Memorial Committee, Legacy, Stewardship and Capital Campaign committees.
- Ensure compliance with applicable federal, state and local reporting tax laws; monitor and pay payroll and other taxes as required; and ensure all tax reports are properly paid and timely filed. Prepare W-2, 1099, annual non-profit corporation statement, PA sales tax exemption certificates and any other necessary year-end and payroll statements.
- Responsible for the framework of the church's information technology set-up. Run the server maintenance and backups, work toward a proper security level that protects the confidentiality of both congregants' information and the church financial information. Responsible for system support when something goes wrong and needs repairing, reconfiguring, or updating. Also responsible for the administration of all computer programs and installation.

### Skills and Attributes

- Knowledge and competence in computer-based bookkeeping, accounting and reporting for a nonprofit entity. Familiarity with fund accounting a plus.
- Effective computer skills, including Microsoft word and Excel, communications, email, and general website navigation skills.
- Knowledge and competence in federal, state and local tax and information reporting.
- Experience working with banking institutions on financial matters.
- Professional and courteous verbal and written communication skills in order to practice and foster effective communication within the church and its teams.
- Attention to detail and precision while maintaining a high ethical standard.
- Timely and consistent attendance and availability for work and meetings.
- Must be committed to the confidentiality of all donations and financial information.
- Work well with a team.

### Education/Experience

- Bachelor's degree in accounting or closely related field or work experience equivalent.
- Advanced accounting, administration or related training.
- Previous church accounting experience a plus.

### Approvals

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_