

Position Description—Coordinator for Finance & Stewardship Grace Church in the Mountains

I. Position Summary:

- Manage and oversee all financial-related transactions for Grace Church in the Mountains (deposits, accounts payable, payroll, financial reports, budget, audit, human resources)
- Assist the Rector and Vestry in Year-Round Stewardship Ministry, including ministry engagement, newcomer and committee support

II. Qualities Sought:

- Support the parish’s mission to “celebrate Christ is all and in all”
- Have experience in the use of standard accounting procedures
- Trustworthiness, honesty, confidentiality
- Attention to detail; accuracy
- Working knowledge of computer operations
- Have an enthusiasm and vitality for this vocation; enjoys working with numbers
- Demonstrated track record of curiosity, taking initiative and problem solving
- Have extensive spreadsheet (Excel/G-sheets) experience
- Human Resources and Payroll experience is a plus

III. Description of Duties and Responsibilities:

1. Specific Duties

A. Full-Charge Bookkeeping

- Enter income by bank deposit per Treasurer
- Maintain Vendor Lists
- Process Vendor Invoices and Prepare Checks for signature
- Process debit card transactions
- Monthly processing of payroll 3rd party provider (currently ADP) and update Realm after payroll clears the bank
- Assist with Taxes
 - Prepare state sales tax reimbursement form in July & January
 - prepare and mail 1099’s for contractors
- Reconcile all bank, cash, investment accounts and petty cash monthly
- Record all Transactions & Journal Entries
- Reporting:
 - Prepare, review, and dispense monthly reports for the Rector, Treasurer, Vestry and Standing Committees
 - Prepare monthly “financial snapshot” for eNews
 - Assist internal or external auditors by compiling the information they need, answering any questions and preparing a reply to any comments/suggestions noted in their final report
- Analyzing:
 - Assist parish leadership in identifying ways to improve financial performance
 - Develop reports to support parishioner’s stewardship (giving) including developing a Vestry dashboard and detailed monthly reports for the Rector

B. Support Parishioner Giving:

- Work with Vestry & Rector to identify and implement Stewardship Education programming and communication
- Manage emails to finance@gracewaynesville.com

- Enter financial pledges and time and talent offerings into database
 - Prepare and send Donation Statements to donors quarterly
 - Maintain address lists and organizing parish-wide mailings
 - Assist parishioners with online giving
 - Manage online giving user experience across platforms (currently Vanco & Realm & parish website)
 - Recruit and train parish volunteers for weekly counting and check-signing duties
- C. Assist Rector in Human Resources Function as it relates to employee onboarding and benefits administration
- D. Other duties as assigned including providing back up to parish administrator for phone calls and receptionist duties

2. Accountability

- The Director is accountable to the Rector
- The Treasurer will most closely supervise the Bookkeeper's work
- The Rector will work with the Vestry to ensure the Parish Administrator and possibly others know how to prepare bills and payroll in situations of the bookkeeper's absence.
- The Director will notify the Rector about absences and will work to ensure that bills and payroll continue seamlessly.

3. History and Background

- Acts 6:1-6 records the selection of the seven who were of good reputation and full of the Spirit. One of their tasks was to handle the collection and distribution of the offerings. These were the forerunners of today's Treasurers and Bookkeepers. They held an important place in the early church.

4. Work with Rector, Other Staff & Lay Leaders

- Openness/willingness to do what one is being asked to do/cooperative/can-do attitude
- Communicates easily and clearly with Rector
- Works collaboratively with others/ team player

5. Reference Materials

- Episcopal Diocese of Western North Carolina: Vestry Handbook, 2018
- Diocese of Western North Carolina Audit Program Checklist
- Manual of Business Methods in Church Affairs (available as PDF online)
- Bookkeeping SOP notebook
- Realm (online accounting software) – Online training manuals and videos
- ADP (online payroll provider)- online training manuals and videos

6. Expectations, Benefits & Compensation

The Coordinator for Finance & Stewardship reports directly to the Rector but is also supervised by the Treasurer and Wardens and will work closely with other staff and lay leaders.

This is a part-time, non-exempt position for 20 hours / week. Monday - Thursday 8:30 am - 1:30 pm; flexibility with the schedule may be negotiated with the rector. Compensation begins at \$26 / hour with up to 5% salary matched with the church pension retirement benefit..

Any person employed by Grace Church must meet all requirements of the National and Diocesan Canons and all requirements of the Diocese of Western North Carolina, including SafeChurch. The Rector will provide feedback to the Director on an ongoing basis as to the performance of these duties.

To apply, please send a resume and cover letter to rector@gracewaynesville.com.