

Financial Administrator Opening:

Ms. Terri Robbins is looking towards moving out of the area and has tendered her resignation as St. John's Financial Administrator. We are incredibly thankful for the work Terri has done to standardize and institutionalize good financial practices for both the congregation and the Early Childhood Education Center (ECEC). She has become a vital member of our community and we will miss her!

Terri has graciously agreed to help us to transition to a new Financial Administrator, so we are asking you to help us find the next Terri. We think that a personal recommendation from our community will be beneficial in identifying the right candidate. The position is full-time but can be flexible between in-office and work from home. The candidate should have 5-10 years of experience as a bookkeeper with expertise in Quickbooks and managing payroll. Work with a non-profit and/or day care center would be a plus.

Duties include overseeing accounting records of all receipts and disbursements and rendering a monthly written financial report; reviewing all payables for accuracy and completeness; reviewing disbursement vouchers for payment and pay all fixed expenses; file all necessary tax forms; monitor the cash flow of the operational budget; and administer all payroll functions for the church and ECEC staff. Additionally, duties may include maintaining facility/equipment maintenance contracts and coordinating/liasing as necessary with vendors for fulfillment of contract services and for other occasional repair and maintenance services as needed.

Please contact Elisabeth (twoesas@me.com) or Greg Auld (airsandy@me.com) with any leads or recommendations.