



POSITION DESCRIPTION

POSITION TITLE:	FINANCIAL ADMINISTRATOR
REPORTS TO:	Pastor, Finance Committee Chair, Treasurer
CLASSIFICATION:	Non-Exempt - Non-ministerial Position

POSITION SUMMARY:

The Financial Administrator is responsible for all St. Mark financial transactions.

RESPONSIBILITIES:

- The Financial Administrator works with the Finance Committee Chair and the Treasurer and has responsibility for all financial functions for the church, to include budget input, postings, reports, reconciliations of the church accounts receivable (income) and accounts payable (expense), church credit card account, and payroll.
- Assists the Church Treasurer and Finance Committee Chair in posting and maintaining the financial records of the church.
- Prepares monthly and periodic reports as necessary.
- Completes payroll actions for contractors who are paid by the church office to include preparing necessary quarterly/annual forms that may include contract agreements (W-4, 1099, 941, etc.).
- Completes payroll forms for church staff paid through staffing agency and report payroll information to the staffing agency to ensure church staff is paid accurately and timely.
- Receives, records and deposits all funds taken into the church treasury.
- Forwards information to the Treasurer and Finance Committee Chair for use in support of the mission and ministry of the congregation.
- Supports Personnel Committee with processing of new hires and setting up payroll and benefits.
- Provides assistance to St. Mark members on finance questions with a friendly demeanor.
- Suggests new revenue sources and ways to reduce costs.
- Coordinates and provides all requested financial records to the audit team of Trustees appoints by the Trustee Chair to conduct the annual church financial review.

TIME REQUIREMENT: 30 hours per week. The position will be compensated for additional hours worked only when approved by the Pastor or Finance Committee Chair.

WORK ENVIRONMENT: This position operates in a professional church office environment and may tele-work remotely. The position routinely uses standard office equipment such as computers, phones and multi-function copier/printers.

QUALIFICATIONS:

- Christian possessing sustaining faith in Jesus Christ and demonstrating grace to all.
- Skilled in office computers and financial software.
- Ability in financial record keeping: keep detailed, accurate records and maintain appropriate confidentiality.
- Have a High School diploma or equivalent.
- Have and maintain a valid Texas driver's license.
- Be able to speak, hear, understand, read, and write English.
- Have excellent verbal and written communication skills.
- Have an understanding of Biblical stewardship.

COMPETENCIES:

- **Teamwork** - Works collaboratively with others with a positive spirit; supports other individual's and ministry team's efforts to succeed; open to others' views; gives and welcomes feedback; helps build morale and commitments to goals; active in life of St. Mark
- **Interpersonal Skills** - Treats others with respect; inspires trust; demonstrates hospitality and tactfulness with members and visitors; manages difficult situations to avoid or resolve conflicts; exhibits compassion, empathy, sensitivity, enthusiasm, and optimism
- **Dependability** - Keeps commitments; completes tasks on time or notifies appropriate person; ensures work responsibilities are covered when absent; is consistently at work and at meetings on time; works ethically, honestly and with integrity
- **Adaptability** - Accepts and adapts to changes in the work environment; responds to direction from leadership; manages competing demands; able to deal with change, delays, or unexpected events; reacts well under pressure; communicates when problems arise
- **Professionalism** - Good quality and quantity of work products; asks for and offers help when needed; displays initiative, creativity and self-motivation; demonstrates discretion and confidentiality; knowledgeable but strives to improve; speaks, writes and listens well; conducts personal life to reflect a positive image

PHYSICAL REQUIREMENTS:

- Be able to perform all physical movements necessary to fulfill the job description.
- Close visual acuity to perform activities such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.

EVALUATION:

The Financial Administrator will receive an initial evaluation after a 90-day probation period to determine continued employment. The Pastor, in consultation with the Finance Committee Chair and Treasurer, will conduct an annual review as directed by the Personnel Committee. Adequacy of performance will be judged by quality of work done, efficiency of a self-directed schedule for accomplishing tasks, meeting requirements of this Position Description and ability to respond graciously to requests from church members, ministries and vendors.

The information provided in this position description has been designed to indicate the general nature and level of work performed by incumbents holding this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of staff assigned to this position. Session has sole discretion to add or modify duties of the position and to designate other functions as essential at any time. This position description is not an employment agreement or contract.

PERSONNEL COMMITTEE CHAIR

DATE

I have received and reviewed a copy of this Position Description and agree to abide by its requirements.

SIGNATURE OF FINANCE ADMINISTRATOR

DATE