



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>FINANCIAL/PERSONNEL ADMINISTRATOR</b>
<b>REPORTS TO:</b>	Pastor, Finance Elder, Personnel Elder
<b>CLASSIFICATION:</b>	Exempt - Non-ministerial Position

**UPDATED:** October 2023

### POSITION SUMMARY:

The Financial/Personnel Administrator is responsible for all financial functions, including payroll, and for the integrity of the online personnel (Prism) and the timekeeping (Kronos) systems. Time allocated between the two is 70% financial and 30% personnel/timekeeping. St. Mark has a contractual relationship with SWBC which is a Professional Employee Organization (POE). SWBC remits wages, collects and deposits employment taxes, issues W-2's and provides health insurance and ancillary benefits.

### ESSENTIAL RESPONSIBILITIES:

- On a daily basis performs the full spectrum of accounts receivable and accounts payable responsibilities.
- On a monthly basis reconciles bank accounts, receivable accounts, expense accounts and credit card accounts.
- On a quarterly basis reconciles and records the Generation to Generation (G2G) funds on a quarterly basis.
- On a quarterly basis produces an individual Giving Statement for the congregation using the Realm database member information.
- Provides financial status reports to the Finance Elder and Treasurer for committee and Session meetings.
- Produces reports for each ministry to support the development of an annual budget and as requested.
- Provides information for use in the annual stewardship campaign and for the annual financial report to the congregation.
- Completes the annual budget cycle by entering all the approved budget and pledge income for the coming year. This becomes the baseline for reporting St. Mark's financial status throughout the year.
- Pays contract staff through accounts payable and issues annual 1099's.
- Initiates the new hire process using the Prism system. The system provides the employee

with the necessary employment and benefit forms based on this information. The employee uses the employee portal to complete these forms.

- Maintains employee's personal, status and wage information in Prism.
- Set's up St. Mark staff on the Kronos timekeeping system. ADP generates payroll on a bi-weekly basis using the hours approved by the Financial/Personnel Administrator.
- Provides payroll and employee data reports to the Personnel Elder.
- Coordinates with SWBC and follows up with employees to assure timely selection of benefits during the enrollment period.
- Maintains the integrity of the St. Mark employee information in the Prism database with data audits on a periodic basis.

#### **SECONDARY RESPONSIBILITIES:**

- Coordinates and provides all requested financial records to the auditor to conduct the annual church financial audit review.
- Provides the Clerk of Session with the financial and Pastor Term of Call information required in the annual report to Mission Presbytery.
- Trains new employees on the use of the Kronos timekeeping and Prism personnel systems.
- Suggests new revenue sources and ways to reduce costs.
- Provide training and assistance to Session and staff on budget development, acquisitions, and any financial related questions.

#### **SELF-SUPERVISE:**

- Plans and organizes responsibilities to be accomplished in a timely manner.
- Is resourceful and takes the initiative to resolve work issues.
- Communicates with the broader team to coordinate activities. Notifies appropriate personnel of concerns which may affect job performance.
- Adaptable to schedule changes and introduction of new work processes.
- Responds to requests from congregation, ministries, and vendors within the scope of responsibilities.

#### **KNOWLEDGE, SKILLS, ABILITIES:**

- Ability to maintain detailed, accurate financial and employee information in a confidential manner.
- Comprehensive understanding of automated financial and employee recordkeeping processes.

#### **COMMITMENT:**

- Dependable attendance and punctuality.
- Advises team of changes to work schedule and planned absences.
- Continues to develop knowledge, skills and abilities to increase effectiveness and accuracy of job performance. Responds to opportunities for professional development when funded.
- Maintains records and documents processes as appropriate for position continuity.
- Participates in opportunities to further the ministry of St. Mark.

**TIME REQUIREMENT:** 32 hours per week. The position will be compensated for additional hours worked only when approved by the Pastor or Finance Elder.

**WORK ENVIRONMENT:** This position operates in a professional church office environment and may tele-work remotely with the concurrence of Pastor and Personnel Elder. The position routinely uses standard office equipment such as computers, phones and multi-function copier/printers and Wi-Fi online technologies.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's degree or equivalent experience in financial recordkeeping.
- Experience with timekeeping systems and payroll processing.

**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/Personnel Administrator will receive an initial evaluation after a 90-day probation period to determine continued employment. The Pastor, in consultation with the Finance Elder and Personnel Elder will conduct an annual review as directed by the Personnel Committee. Changes in pay are a separate consideration and done as part of the annual budget process.

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*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*

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SIGNATURE OF PASTOR

DATE

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

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SIGNATURE OF FINANCIAL /PERSONNEL ADMINISTRATOR

DATE

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Elder Approval

Date