

FINANCE/BUSINESS ADMINISTRATOR JOB DESCRIPTION

Role and Responsibilities

Contribution Management

- Oversee collection and counting of weekly offerings, ensure secure and accurate process and timely bank deposits.
- Post the weekly deposits and monthly online donations into financial software.
- Provide quarterly contribution statements to donors.

General Ledger Management

- Reconcile monthly statements.
- Review expenditures and ensure accuracy of coding.
- Review contributions for accurate posting to correct fund.
- Maintain integrity of financial software.
- Generate monthly Treasurer's Report.

Budgeting and Stewardship

- Prepare annual budget and track monthly variances to budget.
- Collect pledges and report results to Board of Stewards.
- Enter pledges in financial software.

Complete quarterly and annual IRS reports.

Manage and track all financial accounts, including banking and investment accounts.

Negotiate and manage insurance policies, including property, liability, and worker's compensation.

Qualifications and Education

Requirements

Accounting degree and/or 5+ years of church financial experience

Preferred Skills

Excellent accounting skills

Ability to work with a wide range of personalities

Ability to analyze and negotiate contracts

Additional Notes

As with all positions at Bullard Methodist Church, the successful candidate must be aligned with and support the values and mission of the church as stated in our employee handbook. This is a part-time position normally requiring 5-8 hours per week. During budget and end of the year reporting the hours can be up to 20 hours weekly.