

# JERSEY CHURCH

## Job Description for FINANCE & HUMAN RESOURCES ADMINISTRATOR

### **Purpose**

This position supports and assists in the day-to-day operations of all Finance and Human resource administration at Jersey Church. Administration of the financial/business operations of the church will be conducted through application of sound Christian principles, basic accounting, and human resource practices. The position is responsible for managing all financial systems and processes (account payable, accounts receivable, contributions, expense reporting, monthly financials, etc.) of the church. The position is also responsible for all Human Resources administrative functions such as managing employee payroll and benefits, HR compliance, HR systems and platforms (Paychex, BeSolutions, PNC HAS, Guidestone Financial), record keeping, updating policies and procedures, and aiding the Executive Director with onboarding and offboarding personnel. Because of the nature of this position, confidentiality is of the utmost importance.

The Finance & Human Resources Administrator is responsible to comply with the guidelines and requirements of the Jersey Church Employee Manual; Financial Policies; and Local, State, and Federal guidelines.

### **Hours**

Full-Time (Exempt)

### **Reports to**

Executive Director

### **Direct Reports**

- Bookkeeper (Hourly Staff Position)

## **Duties and Responsibilities**

### **ACCOUNTING**

1. **Contributions** – Manage contribution process and policies with Tellers, Executive Director and Church Council Treasurer. Maintain accurate records of contributions. Prepare contribution reports as needed. Process required contribution statements/requests as needed.
2. **Accounts Payable** – Process vendor invoices and internal check requests in a timely manner. Maintain online payments and posting(s) to QuickBooks Online general ledger. File all accounts payable information.
3. **Payroll** – Generate bi-weekly and semi-monthly payroll for personnel including all related payroll tax functions. Disburse housing and HSA payments by deadlines. \*See other notes under **Human Resources**
4. **Expense Management and Reporting** – Review, audit and post expense reports and invoices. Manage and support staff in the use of Jersey Church expense reporting system.
5. **Vendor Management** – Evaluate, document and execute vendor set-ups to maintain data accuracy. When discrepancies or queries arise, address vendor inquiries. Collaborate with Jersey staff and external vendors to resolve any issues related to payments and / or documentation.

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6. **Other Duties** – Provide backup for balance of financial function, including but not limited to: Online giving, month-end and year-end accounting procedures and reporting, budgeting process, and human resource responsibilities. Hold quarterly Finance team meetings. Review and distribute monthly and year-to-date financial reports. Prepare and file annual organizational documents such as Worker's Compensation True-Up, and Ohio State Sales Tax Exemption.

## HUMAN RESOURCES

7. **Payroll and Benefits** - Perform all aspects of payroll function, including but not limited to, oversight and management of automated payroll platform (Paychex) and set up new employee accounts for medical/dental, HSA, disability, life insurance and 403(b). Work with Paychex to assure that all payroll reports and taxes are paid. Issue and report items unique to a church environment (housing allowance, estimated tax reports, etc.). Generate and maintain up-to-date and accurate personnel records. Manage and act as liaison between benefits vendors and employees.
8. **HR Systems** - Manage and organize HR platform (Paychex)
9. **Compliance** - Maintain compliance with all employment law and human resource platforms.
10. **Personnel** - Assist Executive Pastor in onboarding and offboarding paperwork
11. **Audits** - Complete and perform and/or assist in audits as needed

## PERFORMANCE AND QUALIFICATION REQUIREMENTS:

- **Training and Experience** – Three to five years of demonstrated success in bookkeeping and general accounting practices. Familiarity with church office financials and/or administrative environment preferred. Demonstrates a commitment to Human Resources best practices. Has a working knowledge of insurance and benefits terminology.
- **Education** – Undergraduate level degree in Business, Finance, Accounting or related field preferred.
- **Basic Knowledge** – Demonstrated proficiency with computer software to include Microsoft Office Suite, QuickBooks Online, and accounting software.
- **Judgement and Decision-Making** – A consistent demonstration of initiative and decision-making skills. Duties performed in accordance with established policies, practices and procedures. A professional proficiency of normal duties, with little direct supervision.
- **Accuracy** – A high-level of accuracy and attention to detail in data entry and maintenance of membership contributions, financial reports, personnel files, and other records.
- **Professionalism and Confidentiality** – A high degree of professionalism, demeanor, and appearance. Ability to handle sensitive information with confidentiality and discretion.
- **Communication** - Proficient verbal and written communication skills.
- **Capacity** - Ability to handle multiple tasks and manage time effectively under the pressure of time constraints.
- **Background** - Willingness to complete the criminal background check process

## SPIRITUAL QUALITIES AND THEOLOGICAL EXPECTATIONS:

- A heart for the local church, a growing relationship with Jesus Christ.
- Must be a member and regular attender of Jersey Church.
- In complete agreement with Baptist Faith and Message.

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- Alignment with Jersey Church vision and mission.
- Must maintain confidentiality and trust in all church matters.
- Must be committed to the authority of the Word of God.
- Must love the church and be willing to serve under the authority of the Senior Pastor.
- Conservative theological views.

\*\*The above is intended to describe the general content and requirements of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.