

Job Title: Finance and HR Coordinator

Reports To: Business Manager

Status: Full-Time

Location: Coram Deo Bible Church

Position Summary

The Finance and HR Coordinator supports the financial, administrative, and HR operations of the church and its affiliated private school. Working closely with the Business Manager and Executive Pastor, this role helps ensure accurate financial records, compliant HR processes, timely payroll and benefits support, and smooth day-to-day office operations. The ideal candidate is detail-oriented, organized, discreet, and aligned with the mission and values of the church.

Key Responsibilities

Accounting & Financial Support

- Perform basic accounting functions including:
 - Accounts payable and receivable
 - Processing invoices, reimbursements, and expense reports
 - Entering and maintaining financial transactions in accounting software
- Support monthly and year-end financial close processes
- Assist with budget tracking, reporting, and variance monitoring
- Maintain accurate and organized financial records in accordance with internal controls
- Support audit/review preparation and documentation as requested

Church Administrative Support

- Provide administrative support to the Business Manager and Executive Pastor
- Assist with scheduling, correspondence, document preparation, and filing
- Support leadership teams with financial materials as needed

School Accounting Support

- Assist with tuition billing, payments, and account reconciliation for the school
- Support financial reporting and record-keeping specific to school operations
- Coordinate with school leadership to ensure accurate financial communication

Systems, Compliance & Process Support (Church and School)

- Follow established financial policies and procedures

- Assist with improving accounting workflows and administrative processes
- Ensure compliance with church policies, applicable regulations, and best practices
- Assist with financial operations coordination between church and school as needed

Human Resources Support

- Assist the Business Manager with HR administration, including policies, procedures, forms, personnel files, medical files, I-9 files, and compliance-related documentation.
- Administer employee benefits and related programs, including medical, dental, vision, life, STD/LTD, property, and workers' compensation support.
- Support HR and employment compliance, including FLSA, ADA, leave requirements, recordkeeping, and policy acknowledgments.
- Manage HR systems and background check processes, including Orange HRM, Protect My Ministry, employee entitlements, training updates, and required background check records for CDBC and CDA staff.
- Coordinate employee lifecycle processes, including new hire orientation, support staff orientation meetings, new hire paperwork, employee change forms, and job description updates.
- Support annual staff and supervisor goals, staff manual updates, and conflict-of-interest acknowledgments.
- Assist with reviewing and verifying weekly offerings, monthly bank statements, and bi-weekly payroll as needed.

IN GENERAL: This person will do what is necessary to fulfill the mission and initiatives of Coram Deo Bible Church and Coram Deo Academy.

Qualifications

Required:

- Associate's or Bachelor's degree in Accounting, Finance, Business Administration, Human Resources, or related field, or equivalent experience
 - 2+ years of experience in accounting, bookkeeping, HR administration, payroll, or administrative finance roles
 - Strong attention to detail and accuracy
 - Proficiency with accounting software and Microsoft Excel
 - Ability to handle financial, personnel, and confidential information with integrity and discretion
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Personal & Professional Attributes

- Strong organizational and time-management skills
 - Clear communicator with a servant-hearted mindset
 - Ability to manage multiple priorities in a collaborative environment
 - Self-motivated with a commitment to excellence and accountability
 - Member of Coram Deo Bible Church
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Physical & Work Environment Requirements

- Ability to work in an office setting with standard computer use
- Occasional evening or weekend hours may be required during peak periods