

**Financial Coordinator – Job Description**  
**Wheatland Presbyterian Church**  
**April 2026**

**Purpose**

Part-time coordinator who provides support for Wheatland related to financial administration

**Accountable To**

Finance Team and Session

**Qualifications**

Must be proficient in office software including Quickbooks Online, Microsoft Excel, and able to learn new applications; organized; able to work with limited supervision and in a team environment.

- **1) Financial Record Keeping**
  - Maintain financial record keeping in Quickbooks® Online and pay bills
  - Reconcile statements
  - Deposit weekly and special offerings
  - Prepare various monthly, quarterly, and annual reports: giving overviews, monthly snapshots, quarterly session updates
  - Work with payroll company and Finance Team to complete payroll related actions.
  
- **2) Online Giving and Member Giving Records**
  - Maintain online giving system via Elexio
  - Perform monthly reconciliation between Elexio and Quickbooks
  - Maintain giving records and prepare year-end receipts for tax purposes
  - Support session regarding year-end financial update and giving appeal
  
- **3) Budget Development and Oversight**
  - Assist church treasurer with budget preparation
  - Prepare giving overview for Session as part of budget discussions
  - Solicit staff and leader feedback regarding budget needs for the new fiscal year
  - Support leaders with budget related questions
  
- **4) Other Tasks/Roles**
  - Serve as Finance Team Coordinator
  - Perform ad hoc Finance Team projects
  - Assist ILAM program with financial support
  - Building project finance support as needed
  - Possible Tasks: Manage the scheduling and fee structure of building use rentals.  
Assist the Office Coordinator in managing facility use for weddings and funerals.

**Commitment**

Approximately 20 hours per week