



North Creek Presbyterian Church Job Position Description

Job Title:	Finance Manager
Reports to:	Pastor
Accountability:	To Session through the Finance and Personnel Team Ministry Elders
Job Description:	Provide accurate, confidential financial recording, filing and documentation for the church. Facilitate the human resources policies, procedures, and services.
Faith and Calling:	Demonstrate a personal faith in Jesus Christ as Savior and Lord consistent with the basic tenets of reformed faith, and a genuine sense of God's call to this ministry and service. Conducts oneself in a manner consistent with Scripture and feels called by God to serve in the financial management and human resources of the church.

Qualifications:

- Communication: oral, written and computer
- Interpersonal skills
- Strong attention to detail
- Strong organizational skills
- Demonstrated confidentiality
- Self-motivated, able to prioritize and organize time and tasks efficiently
- Proficient in the use of QuickBooks, Microsoft Excel and Word software as well as 10-key
- Prefer 2 years of bookkeeping/accounting experience
- Prefer 2 years of human resources experience
- Prefer Associate's or Bachelor's degree in Accounting

Responsibilities:

1. Maintain accurate manual and/or computerized financial records for the church including generating reports, preparing checks, financial statements and other documentation for church staff, Board of Deacons, church leadership & congregation.
2. Process accounts payable, receivable and payroll.
3. Make weekly bank deposits and transfer funds as needed.
4. Attend Finance Team meetings when necessary, and any other related task forces subject to work schedule availability.
5. Prepare and submit Federal Tax reports.
6. Prepare and submit Labor & Industry reports.
7. Prepare and submit Excise Reports.
8. Assist with developing and monitoring the annual budget for the church.
9. Handle vendor and customer credit applications.
10. Provide benefit administration for medical, dental, vision and 403(b) programs.
11. Process paperwork for new employees and enter employee information into the payroll system.
12. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.

13. Process payroll, track employee PTO and timecards, maintain personnel files. Prepare payroll tax forms and make necessary deposits and prepare W-2's at year-end.
14. Receive annual giving pledges and track charitable donations.
15. Prepare quarterly giving or contribution statements.
16. Prepare year-end financial reports for annual meeting, in cooperation with Finance Team Ministry Elder.
17. Balance checking account and investment accounts and submit reconciliation.

Work Schedule: Part-time, average 10 hours/week (non-exempt)