

# North Creek Presbyterian Church Job Position Description

**Job Title:** Finance and Human Resources Manager

**Reports to:** Senior Pastor

**Accountable to:** Session

**Job Description:** Provide accurate, confidential financial recording, filing and documentation for the church. Guide and manage the human resources services, policies and programs for the church.

**Faith and Calling:** Has a personal faith in Jesus Christ, 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
- 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/Expectations:**

- 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
- Process accounts payable, receivable and payroll
- Make weekly bank deposits and transfer funds as needed
- Attend Personnel and Finance Team meetings and any other related task force
- Prepare and submit Federal Tax reports
- Prepare and submit Labor & Industry reports
- Prepare and submit Excise Reports
- Perform background checks on new hires
- Assist with developing and monitoring the annual budget
- Demonstrated confidentiality
- Manage vendor and customer credit applications
- Manage onboarding of new employees

- Prepare and maintain employment records related to events, such as hiring, termination, leaves, transfers, or promotions, following human resources processes and policies
- Manage benefit administration for medical, dental, vision and 403(b) programs
- Process paperwork for new employees and enter employee information into the payroll system
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes
- Run biweekly payroll, track employee PTO and time cards, maintain personnel files

**Work Schedule:**

Part time, average 20 hours per week.

**Compensation:**

Hourly non-exempt.