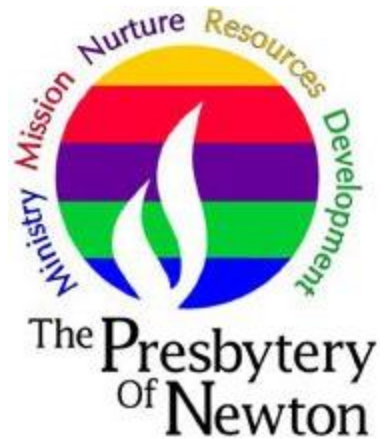


## **Title: Financial Administrator**

### **Purpose:**

Working within the accounting structure and methods appropriate to a non-profit corporation, to keep all the financial records related to all the funds in the presbytery's possession, and the day to day financial operations of the presbytery, including the depositing of receipts, and the preparing of disbursements, including staff payroll.



### **Accountability:**

The Financial Administrator is supervised by the Presbytery Leader, and performance is reviewed/evaluated through the Presbytery Coordinating Team's Personnel Committee in accordance with the Presbytery's "Personnel Policy & Practices" manual.

### **Responsibilities:**

#### **Administrative:**

- Maintain employee payroll files and records
- Function as plan administrator for the Employee Benefits Plan (Retirement & Major Medical)
- Provide the Trustees with information related to the Presbytery insurance policies: e.g., policy renewals, changes, premiums, etc.
- Support the work of the Stated Clerk by
  - Taking minutes at Presbytery Coordinating Team meetings
- Send to Executive Team of PCT for review prior to distribution
  - Send notifications of actions taken by PCT or presbytery to concerned parties
- Maintaining Minute Book
  - Taking minutes at Presbytery Meetings
  - Provide staff support for one session records review event

#### **Financial:**

- Receive and prepare for disbursement all Presbytery funds, including mission and special offerings as designated by congregations to the General Assembly and Synod
- Process staff payroll, including filing in a timely and accurate manner, all forms, returns and reports required by the United States Department of the Treasury and any other federal, state or local governmental bodies or agencies
- Prepare monthly bank reconciliations
- Prepare quarterly financial statements for the Treasurer, PCT and Trustees
- Provide data to committees and staff as needed for the performance of their duties and for the annual budgeting process
- Provide to the Trustees information related to the investment and management of Presbytery funds, and an annual financial review

- Provide to PCT or its sub team information related to the preparation of the annual budget.
- Serve as a resource to the Ministry and Mission Agape groups, providing monthly reports on their financial status as requested.
- Maintain the Treasurer's Website in consultation with the Treasurer
- Provide support and guidance to the Presbytery's churches in areas of church finance, payroll, church reporting requirements & internal controls; conduct the annual DCL training event for church treasurers and financial people
- Coordinate loan requests for building programs and renovations and facilitate to Presbytery, Synod and General Assembly entities for processing
- Attend annual Middle Governing Body Financial Network meeting

**Term:** The Administrative Assistant for Finance is an at-will employee of the Presbytery  
Thirty hours (expandable to 35 if required)

Approved May 2012