



Finance and Admin Coordinator

We are a mission-driven church committed to equip every generation to reach the next generation and we are looking for a driven, determined, and detail-oriented follower of Jesus to join our staff team. The Finance and Admin Coordinator keeps the day-to-day financial and administrative operations moving forward. As a member of the staff team, the Finance and Admin Coordinator keeps the details in mind and facilitates the logistics to help make ministry happen. This is a part-time position that has the potential for growth with the right person.

Position Requirements

- Must have a passion for the gospel and be committed and involved in a local church with sound doctrine that shares in the essential commitments of historic Christianity.
- Must be a quick learner of technology or have experience in ACS, QuickBooks, or a similar accounting software.
- Must be the kind of person that likes organization and details. The ideal candidate has a clean and well-organized desktop on their own computer and can find a file from 5 years ago in 5 minutes or less.
- High School degree or higher in addition to some substantive experience working in a team environment.
- Must be able to multi-task and problem solve.
- Must be friendly and have a positive demeanor.

Responsibilities

- Often serves as the “first face” of Perkinsville as the one who answers the phone and responds to messages incoming from the internet and interacts with people coming to the church office.
- Plan logistics for ministry events to include facility reservations, printing, product/food ordering, etc. along with ministry staff.
- Oversee the church membership software (Church Community Builder) to include facility reservations, background checks, and workflows.
- Facilitate the day-to-day accounts receivable and payable for all church operations.
- Process payroll for church staff and contractor payments, including quarterly reporting as required by law and issuing year-end W-2 and 1099 forms;
- Maintain donor records accurately with timely quarterly and annual reporting to contributors about the status of pledges and other giving; Must keep donor contributions and some church issues and opportunities confidentially.
- Prepare monthly, quarterly, and annual financial reports in specified formats for staff, Finance Committee, and the membership;
- Maintain giving records and generate reports to the Finance Committee;
- Work with other staff and volunteers to count, record, and deposit weekly offerings and all other financial contributions and payments;
- Assist with annual budget preparation;
- Work with outside auditors and Finance Committee for annual financial audit, including implementation of any audit recommendations;
- Coordinate with requests for benevolence ministries, including record keeping;
- Ensure the integrity of the church’s financial operations, maintaining efficient internal controls;
- Other duties as assigned as needs arise and church evolves and changes.

Expectations

- The Finance and Admin Coordinator is to have a real relationship with Jesus Christ and is to be actively seeking a deeper relationship with Him. This belief should be lived out in such a way that it is obvious and real to those in the leadership of Perkinsville.
- The Finance and Admin Coordinator is to be a team player.
- The Finance and Admin Coordinator will recognize that working with a team is essential to successful ministry. It is expected that he or she work closely with other staff members and develop a support team of volunteers made up of team players.
- The Finance and Admin Coordinator will be disciplined and diligent with his/her time, keeping a balance between home and work. Obviously, there are exceptions in a work week. However, one's family should not be sacrificed for the sake of the ministry.
- The Finance and Admin Coordinator is to spend time throughout the year developing his or her skills in ministry, developing his or her character, and sharpening his or her knowledge and understanding in ministering to people while fulfilling his or her role as a staff member.
- Professional review and development should occur through honest and ongoing feedback. Deliberate and meaningful conversations are expected on a recurring basis. An annual evaluation of the Finance and Admin Coordinator will occur through the Personnel Committee in conjunction with the senior pastor.
- The Finance and Admin Coordinator position is designed for approximately 15 hours per week, but that may increase with time and responsibilities. The hours that the position works are flexible and to be determined with the senior pastor, but will require the position to be present in the office on Wednesdays from noon until 5 p.m.

If you are interested in this position, send an email with your resume to anya@perkinsville.org