

## **Finance Coordinator**

Reports to: Executive Pastor.

Supervises: None.

Category of Employment: Part-Time Salaried

Office Hours: Average of 20 hours per week with the exception of heavy ministry seasons.

The Finance Coordinator position has a primary function of financial and accounting responsibility in conjunction with the bookkeeper, database and giving reconciliation, and some records-keeping functions. It is important that this role work closely with the Executive Pastor to assist the council in their needs as well as the Bookkeeper. Candidate must be an excellent team-player, pro-active communicator and details-oriented money-handler.

### **Expectations**

1. Exhibits a meaningful and growing personal relationship with Jesus Christ.
2. Engages in a regular and ongoing (meeting at least monthly) accountability relationship with a staff partner or other approved person.
3. Recognizes that the mission of SCC and our work is important and deserves our very best.
4. Member of a connect group.

### **Conditions of Employment**

1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the Mission, Vision, Values, and Philosophy of the Ministry of SCC, including the SCC's Statement of Faith.
3. Supports and adheres to the SCC Bylaws and Policies.
4. Pastoral Staff must be active, participating members of Switzerland Community Church or be *willing to become a member at the beginning of employment.*

### **General staff responsibilities:**

- Represent Switzerland Community Church - Understand and perform the duties of this position in keeping with the mission of the congregation. Present a professional, calm, and welcoming presence. Maintains a high degree of confidentiality and communicates directly with pastoral staff if there is any question about whether a matter is confidential or not.
- Accounting and Reporting – Assists volunteer money-handlers and acts as a check and balance to the bookkeeper for accounting. Provide accurate, up-to-date information to Executive Pastor for reporting to Elders and Council.

- Office Management – Stewards budgets for office needs such as printing and paper products and maintains files such as insurance and contracting.
- Benefits Administration – Administer for the church and the preschool the SCC benefits (Health insurance, retirement, etc).
- Ministry Support - Called upon as needed to assist ministry leaders in accomplishment of their goals.

### **Accounting, Reporting and Financial Responsibilities**

- Collect, record and deposit any money received, communicating to Pastoral Staff as requested.
- Provide reports as requested by Council or Pastoral Staff.
- Assist volunteers in counting process of monies received.
- Calculate payroll tax deposits and communicate with IRS and communicate necessary information to Pastoral Staff.
- Calculate 941, quarterly tax return, reconcile tax deposits and submit, communicating to Pastoral Staff as necessary.
- Calculate, reconcile and issue W-2s communicate necessary information to Pastoral Staff.
- Under the Pastoral Staff's direction, oversee the management and maintenance of all official records and files of the congregation (legal documents, tax matters, contracts, major purchases, service agreements, warranties, etc.)
- Assist treasurer and Pastoral Staff in production of Annual Meeting reporting.
- Provide visibility of checking, savings, and other accounts by monitoring and reporting to Council and Pastoral Staff.
- Conduct yearly Workman's Compensation Insurance audit to be approved by Council and Pastoral Staff.
- Review Quarterly retirement fund statements; report balances as requested by Council and Treasurer. Review quarterly retirement fund checks for approval.
- Prepare annual year-end statements to all retirement account participants.
- Prepare reports from accounting software as requested by Council, Pastoral Staff or Ministry Staff.
- Maintain Personnel Records

### **Office Management**

- Enlist office volunteers as necessary to perform and oversee administrative support to pastors and ministry staff
- Prepare and steward assigned budgets (Such as Babysitting, Office supplies, etc).
- Continually reconciles and cleans database programs.
- In coordination with the Executive Pastor, church Treasurer and the Bookkeeper, the Finance Coordinator will have a working knowledge of the records related to liability and property insurance, workers' compensation, and changes in existing policies under consultation with the finance committee and/or personnel committee, as appropriate.

- Utilize Church Database Software to provide needed reporting (attendance as requested) and coordination (Room reservation).
- Assist Executive Pastor in Staff Management and HR Needs.
- Maintain and budget for office equipment (Copy machine, etc).

This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, *additional duties may be assigned.*

Performance and Evaluation Success in the position will be measured according to the performance assessment approved by the Executive Pastor. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and individual tactics, communication, teamwork, leadership, creativity, responsibility, self motivation, attitude, and potential for growth.

**The Financial Coordinator is responsible for ensuring all financial aspects of SCC are executed well. This includes a rework of our systems to include accountability, feasibility, and practicality and division of duties between themselves and the bookkeeper. New job descriptions and responsibilities should be re-divided and implemented within 12 months and upon approval from the executive pastor.**