

**Avondale Presbyterian Church  
Job Description**

## OVERVIEW

**Hiring:** Financial Coordinator, part-time position

**Schedule:** 20 hours a week (may require additional time (paid) at beginning of year and year-end)

**Summary:** Performs accounting functions for the Church and maintains financial records in a professional, well-organized, and easily accessible manner. Collaborates with members, staff, and vendors.

**Qualifications:**

- Accounting degree or related work experience
- Good interpersonal and organizational skills and attention to detail
- Requires prior knowledge of Excel (1+years), Word, and QuickBooks
- Seeking part-time employment

**More:** For a detailed job description, see below.

**To apply:** Send your resume and cover letter to:

[jessica@avondalepresbychurch.org](mailto:jessica@avondalepresbychurch.org) or apply via Indeed: [indeed.com/cmp/Avondale-Presbyterian/jobs](https://indeed.com/cmp/Avondale-Presbyterian/jobs)

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## DETAILED

**Avondale Presbyterian Church  
Job Description**

**Title:** Financial Coordinator

**Status:** Part-time

**Reports to:** Administrative Coordinator

Revise Date: May 19, 2021

**Summary:** Performs accounting functions for the Church, maintaining all financial records in a well-organized and easily accessible manner. Maintains strict confidentiality concerning monies given to the church by members, as well as other financial matters. Keeps all records in the possession of this office under lock and key, with access being the responsibility of the Finance Team.

**Duties and Responsibilities:**

- Maintain all financial records:
  - a. Be available for the Monday counting team for questions and assistance if required.
  - b. Post receipts to QuickBooks.
  - c. Prepare repetitive bank draft contributions through the bank's system.
  - d. Prepare checks in the QuickBooks accounting system, ensuring proper documentation and authorization. Then submit to authorized check signer.
  - e. Mail all signed checks to recipients.
  - f. Keep all receipt/disbursement documentation properly filed.
  - g. Maintain all bank accounts and prepare bank reconciliations for accounts through QuickBooks monthly.
  - h. Periodically count the Petty Cash Fund, ensuring a balance of \$75 in either receipts or cash.

- i. Record all weekly and monthly payroll/withholding amounts/taxes in QuickBooks and maintain a record of all payroll information.
  - j. Record stock gifts received through the Church's Vanguard account, both on the donor's record and in QuickBooks. Prepare and send a "stock gift letter" to the donor containing necessary information for their tax files.
  - k. Reconcile PayPal transfers to the Operating Bank Account as needed.
  - l. Manage cash flow across checking, money market, and invested reserve accounts.
- Prepare monthly financial statements for the General Operating Fund through QuickBooks. This includes both a summary and detailed P&L and a Balance Sheet. Electronically send these out to Session and other leaders. Quarterly Statements should include a 2 page SUMMARY for Session with important information highlighted (example attached).
  - Produce quarterly contribution statements in 2 formats. For members requesting email receipt, prepare and send through Realm. The remaining contributors should receive through regular mail. These should be sent by mid-month following the end of each quarter.
  - Prepare and file with the State the semi-annual Sales Tax Refund request form using both information received from the Children's Center (under the same tax ID) and our monthly invoice information.
  - Monthly and weekly update payroll service contracted by the Church during the week before payroll with nursery worker hours and any changes to the normal monthly salaries due to exception hours, etc.
  - Ensure through the payroll service that all monthly/quarterly tax forms are filed and save copies from their website for electronic record keeping.
  - Work with the Stewardship leaders of the church in preparing for the annual Stewardship campaign. Pledge cards should be prepared with any changes made necessary. Provide requested historical giving information on a general basis, excluding names of individuals, for the team to better understand the giving demographics.
  - Record and confidentially maintain all pledges received. Record new drafts requested on the pledge cards and include in the coming year's drafts at the bank. Update Stewardship leadership on progress of pledges throughout campaign.
  - Order annual member contribution envelopes for those who still request to use. This order is usually placed in September. When received, organize/label by member names and envelope numbers for distribution.
  - Assist ministry team leaders throughout the year with budget/expense questions or concerns.
  - Take a lead with the Finance Team chairperson in preparing the annual budget for the coming year, gathering requests from ministries within the church. After compilation, budget is presented to the Finance Team for approval and forwarded to Session for final approval.
  - Keep electronic records containing reports for payroll, and Vanguard and Endowment activity,
  - Bill the Children's Center monthly for utilities an amount preapproved in the budget along with agreed upon expenditure reimbursements.
  - Assist Children's Center as needed with payroll and other concerns.
  - Submit special offerings to the Presbytery monthly as collected and quarterly Denomination Support.
  - Keep all Finance Office supplies maintained by ordering new checks and special envelopes when necessary.
  - Attend Finance team meetings, usually via phone once a month at the Church.
  - Work with Administrative Coordinator to maintain all records of the church, gathering old files to destroy when no longer required to be held.

- Network with other church financial administrators to keep current on technology changes for churches. Also periodically research and evaluate Avondale's use of technology to not only include financial record keeping, but new ways of accepting online or mobile payments. Ensure that best practices are in place.

**Annual Reporting/Tasks:**

- Before December 31 compile a list of individuals that have received payment for services of over \$600 during the year from the Church. This should include name, address, and social security number and sent to the payroll service for inclusion in the tax statements sent out on behalf of Avondale.
- Follow-up on annual tax reporting with the payroll service and insure all payroll files are complete and kept in this office.
- Produce through Realm and email/mail annual Charitable Contribution Statements to all members.
- Set up the new year in QuickBooks for all funds. This includes entering new budgets/desired new accounts into the General Fund portion. Pay close attention to monthly budgets. For example, use an expected monthly pledge receipt report from Realm after pledges have been entered to show realistic budgets for income.
- Enter the new monthly gross payroll amounts per the budget for the payroll service. Ensure the correct withholding information still exists, and update with any employee changes.
- Set up new monthly/weekly draft amounts with the bank for member contributions.
- Prepare the financial portion of the Annual Report to the PCUSA.
- Facilitate the annual Internal Audit by providing any requested files/reports, and making time for questions. Also prepare the mailing of contribution confirmations for the audit team.

**Other Duties:**

- Assist in other office needs such as phone back-up or visitor reception as needed.
- Work closely with the Finance Team Chair, providing reports or other information when required.
- Be available for any questions from staff or church member concerning financial issues.
- Attend the weekly staff meeting.

**Knowledge, skills and abilities required:**

- Accounting degree or related work experience.
- Computer experience and ability to learn financial software, spread sheets and other programs necessary to fulfill job requirements. Requires prior knowledge of Word, Excel, and QuickBooks.
- Well-developed interpersonal and organizational skills, with good attention to detail.
- May require additional (paid) time commitment at beginning of year and year-end as well as for during the year as needed.

Pay: \$20-22 per hours

Benefits: 401(k); Dental insurance; Flexible schedule; Paid time off; Retirement plan; Vision insurance

**To apply:** Send your resume and cover letter to:

- [jessica@avondalepresbychurch.org](mailto:jessica@avondalepresbychurch.org)

- or mail to Avondale Presbyterian Church, Attn: Jessica Shanks, 2821 Park Rd, Charlotte, NC 28209

- or apply via Indeed: <https://www.indeed.com/cmp/Avondale-Presbyterian/jobs>

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