
Finance Administrator, Finance

Position Title: Finance Administrator, Finance

Reports To: Finance Director

Hours: 20 Hours per week/Non-exempt

Position Summary:

A Finance Administrator assists in the performance of various financial and accounting tasks related to the preparation and maintenance of budgets and financial reports, handling payments, and preparing payroll documents. The incumbent understands the intricacies of finance and accounting and is comfortable working with numbers. A Finance Administrator works closely with staff regarding Accounting and HR needs of all GFC ministries regarding fiscal reporting, best practices, and relevant accounting and financial data.

Primary Position Responsibilities:

- Assists in the preparation of organizational and departmental reports (i.e., operating budgets, financial reports)
- Assists with audits, reviews, and tax preparation
- Helps develop and implement policies, procedures, and best practices for financial and accounting operations and for general compliance.
- Assists the Director of Finance with accounts receivables, payables, and other miscellaneous accounting support; Maintains functionality of A/P software (i.e., Bill.com) and expense report software (Tallie)
- Makes deposits, inputs information in databases, maintains organized electronic files for both receivables and payables
- Processes contributions (scan contributions to bank and church management software (prepares and generates contribution statements; updates donor information in contribution software as needed)
- Processes payroll and benefits (i.e., TSA to retirement accounts, LTD/Life Insurance)

Minimum Qualifications/Expectations:

Knowledge, Skills, and Abilities

- Vibrant follower of Jesus with strong character
- Live the staff values of GFC: *Lead from the Presence; Sharpen the Edges; Deliver the Wow; Expand Your Territory; Be Resourceful; and Remember the Goose*
- Commitment and support of Grace Fellowship's purpose, vision, and mission
- Desire and ability to encourage greater unity and interaction amongst people from multi-cultural, ethnic, and economic backgrounds
- Active and engaged member of GFC preferred

- Passionate about making more and better disciples in a church environment
- Organized, detail-oriented, problem solver, resourceful, and collaborative
- Strong reporting experience and familiarity with financial software systems
- Demonstrated skills in compiling financial reports
- Must be detail oriented and possess strong organizational and prioritization skills
- Strong written and oral communication skills
- Proficient excel skills required.

Education/Experience

- Aptitude for mathematical and accounting data and calculations. '
- Post high school course work in accounting or business administration desirable
- Three to five years of financial accounting and payroll experience preferred
- Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

Working Hours and Conditions:

Business Hours/Exceptions

This position is 20 hours per week.

There are currently two "all hands" events per year, Christmas and Easter, where extra hours are required.

Working Environment

Most work is done on site although some work may be done remotely.

Travel Requirements and Expectations

Occasional offsite staff meetings and periodic travel for training and enrichment may be required.

Salary

Commensurate with experience and capability. To be discussed in the hiring process.