



Job Title: Financial Administrator

Reports To: Executive Pastor

Position Overview

We are seeking a detail-oriented and experienced Financial Administrator to manage the financial records and processes of our church. This role oversees our financial transactions, accounts receivable and payable, payroll, tax reporting, and ensures that we have the necessary insurance coverage. Additionally, the Financial Administrator will help support Human Resources functions, including the onboarding of new staff.

Key Responsibilities

Accounts Receivable

- Oversee and manage the contributions process to ensure all donations are accurately recorded.
- Maintain confidentiality and accountability throughout all financial transactions.
- Review reports for accuracy and ensure timely deposits into the bank.
- Enter deposits into accounting software (QuickBooks) promptly.
- Send out contribution statements, including a personalized message from church leadership.
- Process non-contribution funds and ensure timely deposits.

Accounts Payable

- Obtain W-9 forms from all 1099 vendors and properly code payments.
- Review expense approvals and ensure expenses are paid on time.
- Manage cash flow with the Executive Pastor to ensure funds are available for upcoming transactions.
- Issue payments for approved expenses and obtain two signatures for all checks.

Payroll & Tax Reporting

- Establish and maintain employee records.
- Process semi-monthly and bi-weekly payrolls accurately and on schedule.
- Ensure all withholding and approved deductions are current.
- Remit liabilities (taxes, benefits, etc.) in accordance with schedules.
- File all required tax reports (941, W-2/W-3, 1099/1096) in a timely manner.

Financial Accounts & Reporting

- Reconcile all financial accounts on a monthly basis.
- Prepare and present monthly financial reports to the Executive Pastor and Finance Team.
- Once approved, distribute financial reports to relevant church leadership.
- Assist in the preparation of the annual budget by drafting and revising as needed.
- Assist in maintaining an accurate and up-to-date accounting policies and procedures manual.

Insurance

- Regularly review insurance policies to ensure coverage meets the church's needs.
- Compare different policies, coverage options, and prices from various providers.
- Manage health insurance, enrollment, reporting for the church's full-time staff.
- Complete insurance audits as required.

Human Resources

- Assist with job postings, reviewing applications, and scheduling interviews when needed.
- Support new employee onboarding, including scheduling orientations and ensuring paperwork is completed.
- Maintain accurate personnel records and an organized administrative filing system.

Other Responsibilities

- Assist other administrative staff as needed to support the smooth operation of the church.
- Assist in IT for the staff (internet, email, printing, etc.).
- Perform other duties as assigned by the Executive Pastor or leadership team.

Qualifications

- **Education:** Associate's degree in accounting or related field.
- **Experience:** A minimum of 4 years of responsible accounting or bookkeeping experience, ideally in a nonprofit or religious organization.

Skills & Abilities

- Expertise in QuickBooks is essential for this role.
- Experience with Planning Center Online (or similar church management software).
- Strong organizational and time-management skills.
- Excellent problem-solving abilities and sound judgment.
- Exceptional attention to detail and accuracy in account reconciliation and financial reporting.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Teams).
- Ability to handle sensitive and confidential information with discretion.
- Strong interpersonal skills with a commitment to building positive relationships across the church community.
- Knowledge of payroll accounting regulations and tax reporting requirements.
- Familiarity with Human Resources laws and record-keeping standards.
- Ability to work independently and prioritize multiple tasks effectively.
- Agreement and commitment to Northeast's Statement of Faith, mission, vision and values.

Job descriptions at Northeast are fluid - meaning this job description represents the minimum expectations when it comes to tasks and areas of ministry. The staff of Northeast work as a team and there are numerous other tasks that will require the participation of the person holding this position.

Employee Signature

Date

Executive Pastor Signature

Date