

Position Description
for the Financial Administrator
at the Episcopal Church of St. Peter & St. Paul, Marietta, GA,
April 3, 2019

Summary: The Financial Administrator is a part time position, regularly scheduled for 25 hours weekly, reporting to the Parish Administrator (under the oversight of the Rector (senior pastor)), working closely with the appointed volunteer Treasurer in implementing financial decisions. The Financial Administrator provides routine accounting and record keeping functions and participates in staff support.

St. Peter and St. Paul is an Episcopal parish in suburban Atlanta, with ~1000 active members, with average weekend attendance of 360 people (from three services), an operating budget of over \$1M, and non-operating transactions for pass-through, capital and restricted income and expenses.

Our Mission is Growing Disciples of Jesus Christ. The Financial Administrator supports this mission by supporting staff, leaders and parishioners, helping us to be good stewards of our financial resources.

Basic responsibilities:

- Supports our Mission, ministry, staff (clergy and lay), lay leaders and parishioners in all interactions and favorably represents our ministries to the parish and the public.
- Performs routine accounting functions, including:
 - Maintenance of the General Ledger,
 - Preparation of data for financial reporting and analysis,
 - Responsible for accounts payable (including expense reimbursements) and cash receipts processing,
 - Provides monthly and annual reports to church leaders,
 - Provides other reports as needed,
- Coordinates records for employee benefits and payroll,
- Attends weekly staff meetings and communicates actively with other staff and lay leaders
- Follows and enforces parish procedures, policies and controls as established by church leadership.
- Assists auditors in the annual audit,
- Supports the staff as part of the administrative team, answering calls and assisting in tasks during busy times,
- Interacts with staff, lay leaders, parish members and the public with courtesy, direct communication and healthy boundaries, while maintaining confidentiality of records and personal information,
- Conducts all work on site.

Qualifications

(see next page)

Qualifications

- Minimum of two years of similar accounting experience and at least a high school diploma; college level accounting coursework preferred,
- Demonstrates proficiency in Excel, Word, Outlook, and database applications (experience with ACS database software preferred),
- Demonstrates high standards of
 - Confidentiality and discretion,
 - Attention to detail and accuracy of work,
 - Professionalism in communication and collaboration,
 - Diligence in timely completion of work,
 - Initiative to problem solve and collaborate for improvement,
 - Teamwork and flexibility
- Demonstrates ability to plan, organize and complete assignments with a minimum of direction, often juggling more than one project and task at a time,
- Familiarity with employee benefits records is not required, but is helpful,
- Able to participate in physical tasks such as storing boxes of paper and running copy machine.

Background check:

- Employment is contingent on a successful completion of criminal and financial background check.
- Three references are required, including at least one personal and one professional reference.

Compensation and benefits:

- The position is part time: 25 hours weekly, with salary and partial benefits (which currently include a 403(b) retirement benefit with matching, and the ability to *purchase* health insurance through the church plan at full rates),
- Four weeks of paid vacation, and additional paid holidays,
- Annual salary range is \$31,000 – 35,000, depending upon training, experience and demonstrated abilities.

Submit a cover letter and resume to The Rev. Tom Pumphrey at tpumphrey@peterandpaul.org.

Visit us online at www.peterandpaul.org.

We are not considering members of St. Peter & St. Paul for this position.