

The Presbyterian Church of Chatham Township

Finance Administrator/Bookkeeper

Position Description

The Finance Administrator ("FA") position will be a part-time position requiring 12-15 hours per week (this varies by time of year. Additional 10-15 hours during January to tie out accounts) to be held by a non-member only. The FA will report to the Church Administrator while working closely with the PCCT Treasurer. In addition to working with the Treasurer, the Assistant Treasurer, the Financial Secretary and the other financial related committees serving PCCT, the FA also supports the ministerial staff and other teams of the church as required.

Responsibilities:

1. Maintain and reconcile bank statements for operating account and reserve funds monthly as authorized by the Finance & Operations Committee and Treasurer. Reconcile credit card account monthly;
2. Upon evidence of goods or services received and approved by a duly authorized individual, prepare checks for payment of bills (via checks and online) on a timely basis. Maintain payable filing.
3. Alert the Treasurer and Church Administrator of questionable expenses (even if duly authorized); all work is reviewed and signed off on by the Treasurer in addition to reviewing preliminary monthly results with the Treasurer.
4. Maintain bookkeeping procedural documentation.
5. Maintain accounting records including source and application of funds and the allocation of income and expenditures in accordance with Church's chart of accounts and areas of responsibility;
6. Draft, copy and collate monthly reports of income and expenditures. Draft, copy and collate other special reports as requested by the controlling board or committee;
7. Assist in budget planning and prepare forecasts of income and expense for review by budget and expenditures committee as requested.
8. Maintain any accounting software (i.e. Parish Soft). Ensure that upgrades are current.
9. Prepare all documentation for the yearly audit; coordinate the schedule and volunteers with the Treasurer. This includes preparing all documentation for the yearly audit, including supporting documents and analyses that substantiate figures in the annual accounts. During January, an additional 10-15 hours of preparation to tie out all accounts in the balance sheet and income statement for final audit approval.

Qualifications/Requirements:

- Must have experience with electronic accounting program and be proficient in the use of Excel;
- Non-profit entity work experience is preferable;
- Flexible schedule. Minimum of one day a week on site.
- References.