

FINANCE ADMINISTRATOR (PART-TIME)

Position Description Glenview Community Church

Goal: To administer the day-to-day operations of the church that includes maintaining proper accounting of the revenues and expenses of Glenview Community Church.

Responsibilities:

- Record member pledges and giving
- Maintain an appropriate schedule of accounts receivable and payable
- Prepare semi-monthly payroll
- Pay all bills in a timely manner
- Maintain records of all church financial accounts
- Prepare monthly and annual financial reports of all church accounts
- Collaborate with Director of Operations to certify proper bidding for maintenance and repairs, appropriate contracts are in place and maintained
- Keep Senior Minister and church leadership apprised of congregational financial matters
- Assist staff, elected leaders, and members of Resources ministry in understanding the financial reports and accounts
- Assist in preparation of materials for financial review as determined by Resources Ministry
- Oversee financial record retention per retention policies
- Maintain online electronic giving page on GCC website
- Perform accounting tasks for GCC Nursery School:
 - Record tuition and enrichment payments from students
 - Pay all GCCNS bills in a timely manner
 - Assist Director in preparation of monthly timecards and enter same in payroll system
 - Assist Director in preparation of annual budget
 - Generate monthly financial statements for GCCNS
- Oversee security of bank accounts; enter all paper check transactions into bank's "Positive Pay" database; respond same day to any check variances reported by the bank.
- Oversee 403b plan for employees
- Prepare all bank deposits and take deposits to the bank.

Education and Skills:

- Bachelor's degree or higher from an accredited college or university
- Experience as financial or business manager
- Ability to work with a diverse population
- Ability to work well as a member of a team.
- Excellent writing and communication skills including editorial and proofreading skills
- Skilled in the use of financial software for transaction processing
- Skilled in using Microsoft Word, Excel and other software as needed
- Strong interpersonal, organizational and communication skills.
- Attention to detail and ability to produce quality deliverables within a fixed schedule.
- Ability to manage multiple tasks and needs.

Position:

- Part-time up to 25 hours per week
- Salary range \$42,000-\$47,000 based on qualifications

- Contact: office@gccucc.org