

**EAST LIBERTY PRESBYTERIAN CHURCH
TITLE: FINANCIAL ADMINISTRATOR**

PURPOSE: To serve and strengthen ELPC congregational life and ministry by providing the annual and long-term budgeting requirements related to the church's mission and ministry as well as providing support with the financial day-to-day operations of the church.

ACCOUNTABLE TO: The Personnel Committee of the Session of ELPC through the Director of Church Operations (DCO) and the Pastor/Head of Staff.

DUTIES AND RESPONSIBILITIES:

- A) The Financial Administrator will ensure that the church business office is well-organized and efficiently operated as it relates to financial matters and related record-keeping. This will require a familiarity with and administrator status concerning the church's financial database (ACS for Windows & MS Office Suite).
- B) The Financial Administrator will have primary duties and responsibilities related to maintaining the General Fund and General Ledger, payroll, and other church funds; recording of all receipts and disbursements, updating journal entries, maintaining budget accounting, and preparing all monthly, annual, etc. financial statements.
 - 1. Performing the church payroll functions will include maintaining the payroll bank account, preparing semi-monthly payroll checks, filing and paying FICA, Federal, State, and City of Pittsburgh income taxes as appropriate, and compiling all year-end reporting forms including, but not limited to: W-2, 1099, and WSL-3 forms.
 - 2. Facilitate completion of necessary paperwork for new employees to be entered into payroll system and enrolled in benefit programs.
 - 3. Processing the weekly church collections will include counting the cash and checks received, and preparing all bank deposits.
 - 4. Mailing of quarterly contribution statements.
 - 5. Managing of semimonthly EFTs related to church contributions.
 - 6. Managing of financial responsibilities related to Pittsburgh Presbytery, Board of Pensions, General Assembly, and other denominational entities.
 - 7. Responsible for financial matters related to ELPC checking and money market accounts.
 - 8. Process the gifting of securities to ELPC.
- C) The Financial Administrator will prepare financial reports and documents related to the regular review of the operating budget by Session, staff, and committees, as well as for the compilation and approval process for the church annual budget.
- D) The Financial Administrator will serve as a resource for the Centennial Fund trustees, providing reports and implementing actions determined by the Centennial Fund and/or Session.

RELATIONSHIPS: The Financial Administrator will work with oversight from the DCO and will relate primarily to the Head of Staff and secondarily to the other pastoral staff, program staff, and related church committees as a resource person and colleague. The Financial Administrator is expected to be collegial, flexible, self-motivated, and respectful of colleagues, vendors, consultants, and those using our church building and resources.

EVALUATION: Regular review of the position description, work objectives and performance will be conducted by the direct supervisor in consultation with the Personnel Committee. The Personnel Committee will review the adequacy of compensation annually.

QUALIFICATIONS: A strong faith and character, personal and professional integrity, and sincere commitment to building significant relationships with the church and community at large. Proven administrative and supervisory skills. Experience in accounting and related financial record keeping, including use of computer programs, is also preferred. Comfortable working within a progressive congregation of the Presbyterian Church (U.S.A.).

COMPENSATION: This full-time exempt position will be compensated based on experience with a range between the high \$30,000s and low \$40,000s. The compensation package include leave (vacation, personal and sick), healthcare, dental, vision, disability, and life insurance benefits for the employee.

ABOUT ELPC: East Liberty Presbyterian Church has more than 900 members and friends, who attend up to three worship services offered each week and who reflect the racial, economic, age, gender, and sexual orientation diversity of Greater Pittsburgh. The four pillars of our ministry consist of worship, education, spiritual growth, and mission, and our goal is to provide resources in all these areas for people of all ages and singles or families of all types. As it is difficult to summarize the breadth of our Christian ministry and outreach, you are encouraged to learn more about us at www.ELPC.church.

TO APPLY: Contact Wil Forrest, Director of Church Operations, at wil@coh.net or 116 South Highland Avenue, Pittsburgh, PA 15206. Preferred application date is before October 1 and preferred start date is November 1.

August 21, 2019