

## Financial Administrator

The Open Door Church is a PC(USA) congregation in the Pittsburgh Presbytery that worships in the neighborhood of Garfield. The church also operates an urban farm—Garfield Community Farm. The Financial Administrator supports day-to-day financial functions for both the church and farm. This position reports to the Lead Pastor and does not have any managerial or supervisory responsibilities. The Open Door has an office space available for use by the Financial Administrator, but the position may also work remotely.

This position is Part-Time, with a salary of \$5,760 per year (\$15 an hour) and 8 hours per week.

### Required qualifications:

- At least an intermediate knowledge of QuickBooks, PayPal, and web giving platforms
- Prior experience managing payroll and benefits
- Exceptional attention to detail
- Ability to handle a wide variety of projects
- Excellent written and verbal communication skills
- Ability to work flexible hours

### Preferred qualifications:

- Previous experience in the nonprofit field
- Knowledge of fundraising and donations reporting

### Tasks will include both accounting and bookkeeping duties:

- Receive and record tithes and offerings on a weekly basis;
- Receive and record donations for Garfield Community Farm as needed;
- Receive and record misc revenue received for Open Door and GCF;
- Deposit all monies into appropriate checking accounts;
- Maintain ACH Debits, PayPal Account, and Razoo account;
- Record money when received and integrate donors into subsidiary spreadsheet;
- Receive Accounts Payable and Check Requests for OD and GCF;
- Print checks and find two authorized signers to sign checks in a timely manner;
- Receive credit card receipts, record expenses, reconcile accounts;
- Coordinate and update payroll twice a month with Ministry Works;
- Prepare and submit reports, documents, and files to Session, GCF Advisory Board, and Finance Committee Chair in a timely manner;
- Reconcile bank statements and monitor online banking;
- Update “Nickels and Noses” spreadsheet with attendance and tithes and offering numbers;
- Coordinate budgeting process with Session and Finance Team;
- Administer pledge process and updates;
- Generate and process year end giving letters;
- Update Board of Pensions account as needed;
- Maintain and update finance computer and software;

In addition, the Financial Administrator is expected to attend staff meetings as scheduled, and monthly meetings with the Lead Pastor.

Resumes should to be sent to BJ Woodworth, [bj@pghopendoor.org](mailto:bj@pghopendoor.org), and Matt Croce, [matthieu.croce@gmail.com](mailto:matthieu.croce@gmail.com), before April 30th.