



<b>Job Title:</b>	Director of Finance & HR
<b>Department:</b>	Administration
<b>Reports to:</b>	Director of Administration
<b>Avg hours:</b>	30-32 hours per week

### **Job Overview**

The HR/Finance Director is responsible for coordinating the day-to-day financial functions of the church which include processing and recording all incoming church contributions; depositing income received; processing bi-weekly payroll and executing it through a third-party partner, purchase card management, and processing and recording all accounts payable. Work also includes assisting with new hire onboarding, setting up payroll benefit deductions, and managing access codes for groups/employees/vendors needing access to the church facility. The church operates in a fully cloud-based environment.

### **Skills, Experience, and Education**

- Bachelor's degree in accounting, finance, or related field
- Fund Accounting knowledge strongly preferred
- Minimum of two year's experience in accounting/administration preferred.
- Strong organizational skills
- Professional and courteous demeanor
- Strong accounting/bookkeeping skills
- Effective problem-solving skills
- A heart to serve the people and ministries of Christ Church
- Proficiency with MS360 apps

## **Job Duties/Responsibilities**

### **Income Management**

- Responsible for sorting, tallying, recording and depositing all weekly contributions whether received at the church or electronically.
- Coordinate the receipt and sale of all stock transactions to include emailing/ mailing receipt letters and year end donation letters to individuals who donate stock to Christ Church.
- Ensure quarterly contribution statements are accurate and emailed/mailed to contributors in a timely manner.
- Responsible for processing and recording the deposits of miscellaneous items received by the church on a weekly/bi-weekly basis.
- Manage the Church's Venmo's account as needed.

### **Payroll & Benefits Management**

- Ensure church payroll is processed accurately and timely every other week.
- Review year end payroll tax reports and W2 for accuracy.
- Process employee benefits payables for payment and verify appropriate payroll deductions are updated as needed.
- Provide oversight and coordination of church benefit programs including retirement plan and insurance programs
- Responsible for onboarding new hires, including ordering equipment & supplies, payroll setup and benefit enrollment.

### **Accounts Payable**

- Input accounts payable and ensure they are properly coded and record auto-drafted expenses weekly.
- Process and record payments made through corporate credit cards. Ensure corporate card has sufficient funds loaded for cash flow purposes. Prepare monthly card reconciliation.

## Miscellaneous

- Assist and support the Director of Administration in preparation for annual audit, annual budget, annual insurance benefit renewals and special giving campaigns.
- Manage the church's mailbox/PO Box on a weekly basis.
- Manage monthly bank reconciliation process by coordinating with volunteer reconciliation preparer.
- Ensure bank activity is regularly aligned with accounting records for reconciliation purposes.

**Compensation:** Based on a work week of 30-32 hours, compensation will be between \$39,000-\$55,000 depending on qualifications and experience.

**Benefits:** The position comes with a full range of benefits including group health and dental coverage, vision insurance, employer provided long- and short-term disability insurance, health savings account, 403(b) retirement plan, 11 paid holidays, and paid-time-off. Church offices are closed on Fridays.

**Remote Work:** The church allows for up to 50% of work to be performed remotely with the remainder onsite.

**Questions:** If you have any questions about this position please email, Brian Swain, Director of Administration at [bswain@christnwa.church](mailto:bswain@christnwa.church).

**Application for position:** If you wish to apply for this position, please submit a resume and cover letter of interest to Brian Swain, Director of Administration, at [bswain@christnwa.church](mailto:bswain@christnwa.church).

**Deadline:** The position is open until it is filled.