

Horizons Community Church

Job Description: Financial Coordinator (Part-Time; 10 H/W)

Horizons Community Church is seeking a financial coordinator who is dedicated to accurately maintaining the financial records of the church. The financial coordinator must be able to oversee and possess strong competencies in bookkeeping, accounting principles, payroll, processing, and reporting. It is important that this financial coordinator operates with the highest levels of honesty, integrity, and responsibility at all times.

Desired Outcome of Position

The Horizons Financial Coordinator will be responsible for keeping the church's general ledger and financial records and will provide accurate and timely financial reports, forms, and transactions as necessary. This position will also be charged with ensuring that the church's finances meet high ethical and legal standards at all times.

Primary Responsibilities

- **Budget Management & Administration**
 - Oversee day-to-day church finances; stay up to date with outstanding transactions.
 - Provide financial information for preparation of proposals, projects, and annual budget.
 - Create systems and reporting to track the YTD transactions against approved budgets.
 - Ensure Special Project and Ancillary Program funds are handled appropriately in relation to overall church finances.
 - Identify spending and budget efficiencies to ensure good financial stewardship.
 - Recommend and implement best financial practices.

- **Reporting**
 - Provide recurring and ad-hoc tax and financial reporting.
 - Create monthly finance reports for church use and observation.
 - Provide Annual Conference reports and ensure the church is meeting the requirements of the Conference Office regarding financial reporting.
 - Evaluate activities of the church to ensure that tax reporting is being handled appropriately.
 - Complete Annual Tax and Secretary of State filings.

- **Bookkeeping**
 - Maintain a general ledger of transactions, balance sheet and other needed accounting data-points.
 - Create and maintain a Chart of Accounts.
 - Complete month-end and year-end close procedures.
 - Maintain recurring entries for property valuation and reserves.

- **HR & Payroll Processing**
 - Manage payroll for church staff ensuring funds are transferred and payroll data is entered each pay period.
 - Maintain record keeping of personnel data. This includes compensation, time off information, and other provided benefits.
 - Prepare monthly, quarterly, and yearly payroll tax forms and make necessary deposits, and prepare W-2's and 1099's at year-end

- **Financial Reconciliation and Review**
 - Manage expense reconciliation, verifying receipts have been submitted for all transactions, review to ensure submitted receipts are appropriate, resolve questions that may arise or reclassify when needed.
 - Ensure all transactions are posted to the appropriate accounts.
 - Reconcile Bank Statements, Accounts and Fund Balances.
 - Participate in full and/or procedural audits as required.

Preferred Candidates Have

- Strong general competencies with bookkeeping, accounting principles, payroll, and processing.
- Experience with accounting within religious and non-profit entities.
- Familiarity with United Methodist Conference financial reporting.
- Advanced Microsoft Excel skills and understanding.
- A desire to spend time learning and gaining familiarity of using the CDM+ platform.
- Exceptional attention to detail and are incredibly organized.
- Must be committed to the confidentiality of all financial information.