



Financial Administrator Job Description

The Financial Administrator is responsible for helping ensure that the ministry vision of the church becomes a reality through maintaining the church financial records and systems. As the church has out-sourced much of the accounting and bookkeeping functions to Supporting Strategies, this position provides the connection between the ministry staff team, church family & Supporting Strategies. The Financial Administrator also works closely with the ministry staff team, church leadership teams and members.

Accountable to: Lead Pastor & Church Administrator

Coordinate with: Ministry Staff, Church Stewardship Team, Supporting Strategies rep

Responsibilities:

- Maintain accurate and efficient financial record keeping procedures and reporting, in accordance with standard accounting practices, and in support of applicable by-laws of Mandarin Baptist Church
- Work with Treasurer, Counting Team and Supporting Strategies on a weekly basis (typically Mondays 9am-11am) to ensure that all cash and check contributions are properly received, accounted for, deposited and accurately recorded utilizing Planning Center Online church management platform
- Provide weekly online giving reports from stripe.com (payment service provider) to Supporting Strategies
- Provide weekly giving reports to staff; prepare all necessary financial reports and giving statements for the staff, Stewardship Team and church family quarterly, also assisting in creation of data presentation for various business meetings
- Receive and process accounts payable weekly utilizing bill.com (online bill payment platform), in accordance with church policy and ensure vendor relationship are maintained and all contracted services are performed in a timely manner; maintain vendor files and track payments
- Collaborate with Supporting Strategies in monthly and annual financial closing process and with CPA firm to accomplish annual financial review
- Support preparation of annual Budget/Ministry Spending Plan, working with staff, Stewardship Team and Personnel Team

- Ensure that all payroll, retirement, insurance and other benefits are properly processed and recorded by Supporting Strategies
- Enter new hire information into Quickbooks Online (online accounting platform)
- Obtain hours for hourly employees and coordinate with Supporting Strategies for the semi-monthly processing of payroll according to established payroll schedule
- Obtain all necessary new hire documentation, ongoing time sheets and maintain confidential files containing HR documentation
- Oversee all church insurance policies, W/C audits (workers compensation) and claims reporting
- Work with Facility Coordinator, Office Admin and outside vendors to maintain all necessary inspections, certifications and other facility and/or church-related needs
- Provide staff support through participating in administrative staff meetings on the first Tuesday of each month

Expectations:

- Prefer a member of Mandarin Baptist Church or other church of like belief and practice
- Familiarity with, or willingness to learn, Planning Center Online, bill.com and stripe.com; and QuickBooks for occasional use
- Commit to a regular part-time schedule dependent on the needs of the church. A mostly flexible weekly schedule of 12-15 hours total is typical, with Mondays set at 9:00a-11:00a & First Tuesday of the month 'All-Staff Team' Meetings 10:00a-12:00p
- Maintain confidentiality and discretion related to the church and its members
- Be able to work in a fast-paced environment, handle multiple tasks and responsibilities and take initiative in identifying areas for cost saving
- Provide an organized and welcoming atmosphere for all who enter or contact the church, using care and discretion, to meet the needs of staff, guests, volunteers and members
- Fulfill all areas of responsibility, staying up to date on current trends and best practices in financial and administrative functions and operations of the church
- Be a supportive team member, assisting with special events and projects as needed
- Demonstrate Christ-like behavior at all times (i.e. treating people with respect, kindness and compassion, and demonstrating consistent personal integrity)
- Adhere to established policies, procedures and mission

Qualifications:

- Maturing believer whose lifestyle reflects a commitment to and a passion for Jesus Christ
- Committed to serving the mission and vision of Mandarin Baptist Church

- One to three years' experience working in bookkeeping, accounting and/or finance with a strong understanding of bookkeeping practices and procedures; College preferred
- Attention to detail and accuracy, with strong written and verbal communication skills
- Proficiency in Apple and Windows-based PC applications, including Office365, as well as QuickBooks, with knowledge of Planning Center Online a plus
- Demonstrated ability to work collaboratively as well as self-directed/independently
- Conscientious work ethic with the ability to deliver work within communicated deadlines
- Proof of eligibility of employment within the United States and consent for criminal and financial background checks