

**First Presbyterian Church  
Burlington, North Carolina**

**Position Description**

**Title:** **Financial Administrator**

**Purpose:** Responsible for the management of all financial matters for the church and Child Development Center, personnel records and benefits, and insurance matters of the church.

**Accountability:** Reports directly to the Pastor as Head of Staff, with direction from the Church Treasurer.

**Responsibilities:**

Financial

1. Represents the church, Child Development Center, Play School and staff in financial matters.
2. Responsible for the posting of all pledges, gifts and offerings.
3. Responsible for the coordination and confidentiality of the stewardship program and providing necessary data for the Stewardship Committee, the Session and other groups involved in the campaign.
4. With the assistance of the committee chairpersons and treasurer, the administrator is responsible for compiling the budget figures for approval by the Session.
5. Responsible for monitoring budget compliance.
6. Responsible for the preparation and presentation of the monthly financial statements for the Session of the church.
7. Responsible for the preparation of bi-weekly payroll and insuring all payroll requirements are met for all church and CDC employees and the preparation of the payroll tax returns.
8. Responsible for maintaining the purchase order system, approval of all purchase orders and the preparation of checks to be signed by the church treasurer.
9. Responsible for keeping physical control of all credit cards and approving purchases with such cards.
10. Maintain balances of all investments accounts, checking accounts and the reconciliation thereof.
11. Attend the quarterly Foundation Board meetings and the Session meetings as requested by the Head of Staff.
12. Attend weekly meeting of church staff.
13. Assume other duties as assigned by the Head of Staff.

### Personnel

1. Report to the Head of Staff and attend Personnel Committee at the request of the Head of Staff.
2. Maintain personnel files including job descriptions, qualifications, personnel actions, insurance and payroll information for all staff.
3. Keep records of all vacations and sick leave for staff.
4. Maintain and file required reports for the employee benefits package.
5. Participate with the OSHA safety committee and maintain records of activities.

### Property Management

1. Assure adequate property and casualty insurance coverage.
2. Handle any worker's comp or insurance claims when filed.

Qualifications: Have thorough knowledge of standard business and accounting practices, be skilled in the operation and maintenance of computer network and possess administrative and supervisory skills. Ability to positively interact with the church staff, congregation and visitors.

Evaluation: Performance reviews will be conducted annually by the Head of Staff and the Personnel Committee. The Personnel committee will annually review the adequacy of compensation.

Employee Classification: Lay, Exempt, Full-Time

