

**First Congregational Church
Kalamazoo, Michigan**

Reports to: Senior Pastor/Head of Staff

Status: Full-Time (35 hours)

Job Summary

The Church Administrator is responsible for management of church accounting procedures, financial record-keeping, support for the Senior pastor, staff support for the Finance and HR Ministry Teams, and staff support for the day-to-day business operations of the church.

Work Schedule

The position will require work on weekdays during regular office hours. Attendance at evening or weekend meetings will be required as needed.

Office space is provided.

Financial and Bookkeeping responsibilities:

Accounting/Bookkeeping –

- Record donations including electronic deposits, gifts of stock, and all other receipts
- Maintain donor records and issue periodic donation statements
- Prepare bank deposits
- Record vendor and other payments
- Prepare payment checks for signature by Treasurer/Assistant Treasurers
- Prepare bi-weekly payroll
- Process payroll direct deposits
- Prepare monthly, quarterly and yearly payroll tax forms, make tax deposits and issue W-2s and 1099s
- Reconcile bank accounts
- Prepare journal entries
- Prepare financial reports for Finance Team, other ministry teams, and church council

Investments – Record investment transactions in the ledger quarterly

Financial forecasts and budgets – Prepare actual vs. budget reports monthly

Annual stewardship campaign –

- Help design campaign brochure and arrange for printing
- Record pledges
- Prepare campaign reports

Administrative Responsibilities:

- Coordinate, with other staff, general administration of the church including oversight of the church calendar, publications, mailings, purchasing of supplies, negotiation of service contracts, the schedule of building activities, and other special office projects as needed.
- Provide support at the request of the Senior Pastor, including handling confidential matters and appointments
- Assign building access codes and maintains the list of authorized users.
- Oversee security camera system, IT network and phone system.
- Oversight for membership database in conjunction with the church Clerk
- Maintain office equipment and inventory of office supplies
- Staff support for Human Resources Team and Finance Team.

- Administer employee benefits programs including Section 125 Flex Spending, 403(b) and pensions, worker's compensation insurance and health insurance. Compile information yearly and communicate to staff members regarding changes.

Core Competencies:

Computer skills: proficiency with business software including MS Word, Excel, Publisher, and fully integrated accounting software, e.g. Power Church Plus.

Accuracy and attention to detail: All aspects of the work activities require accuracy and careful attention to details.

Confidentiality: A commitment to confidentiality related to church staff and membership information and records.

Customer service and communication skills: A commitment to serving staff and members with competence and a positive attitude.

Minimum Qualifications:

Associate Degree in Accounting from an accredited educational institution, or at least three years of pertinent experience.

Related accounting experience in a non-profit organization or a church is preferable

Compensation and Benefits:

The salary for this position is commensurate with experience and skill. Eligible to participate in all church benefit plans, including medical insurance, 403(b) retirement plan, flex spending plan, vacation plan and prorated sick leave plan.