**POSITION TITLE: Financial Manager**

**Supervising Committee: Finance Committee**

**Full Time/Part Time: Part Time (20 hours/week)**

**Reports to: Staff Supervisor**

**MAJOR FUNCTION:**

Administrative financial support for Mallard Creek Presbyterian Church under the general direction of the Staff Supervisor in consultation with Finance Committee and Administrative Committee under the authority of the Session. Position will interface directly with the MCPC staff, the Finance and Administrative Committees, church volunteers, and possibly with others within the community.

**RESPONSBILITIES:**

1. **Financial Responsibilities:**
2. Handles bookkeeping requirements including deposits for the following accounts:
   1. General Fund/Investors Accounts
   2. Building Fund
   3. Memorial Fund
   4. Duke Energy Investments
   5. Assistance Fund
   6. Payroll Protection Checking
   7. Columbarium
   8. Mary & Neal Alexander Endowment Fund CD
3. Open mail and distribute incoming mail to appropriate committee for approval.
4. Assist treasurers and others to keep records on investment and memorial accounts as requested.
5. Assist tellers in balancing contributions as requested.
6. Post all contributions to members’ files for Sunday deposits and other donations received.
7. Import online contributions to ACS and enter in Quickbooks.
8. Pay all invoices, check requests on weekly basis.
9. Process payroll with ADP twice a month for staff and preschool employees. Enter all payroll numbers into QuickBooks.
10. Invoice Preschool for payroll and telephone/internet expense.
11. Invoice families with students attending camp and track payments.
12. Balance bank accounts in QuickBooks and all manual checking accounts.
13. Enter credit card charges and reconcile.
14. Produce a monthly financial statement for the Finance Committee, Session, and the Board of Deacons.
15. Breakdown Duke Energy investment statements between the three (3) separate accounts on spreadsheet.
16. Work with appropriate group/person when stock is contributed to the church and then sold.
17. Process paperwork for Assistance Fund Committee for payments to various companies for those that come into the office for assistance.
18. Record all Memorials received, send notification to the families of those remembered through the Memorial Fund, (cards to contributors and letter to family listing each person that gave money).
19. Prepare semi-annual tax refund report and mail.
20. Run labels and stuff letters for Stewardship Campaign.
21. Record all pledges and run reports.
22. Order and distribute Contribution Envelopes by end of year.
23. Keep running total of income and expenses for the annual BBQ.
24. Prepare all accounts for audit by February of the next year.
25. Prepare financial information for the Statistical Report for the Presbytery.
26. Prepare Workman’s Comp audit.
27. Keep Board of Pensions updated with annual salary merit increases for all Pastors.
28. Prepare W2 and 1099 forms by the end of January each year.
29. **Other Responsibilities:**
30. Take all outgoing checks to a nearby USPS mailbox. (There is a location approximately 1.2 miles from the church)

**DIRECTION/RESPONSIBILITY:**

Works under the general supervision of the Staff Supervisor. Responsible to the Finance Committee.

**REQUIRED QUALIFICATIONS**:

* Proficient in general computer use and basic software packages (e.g., word processing, e-mail, spreadsheets).
* Fluent in the English language – spoken and written.
* Candidate must be able to effectively handle sensitive and confidential information.

**DESIRED QUALIFICATIONS:**

* Three to five years of experience in general bookkeeping/accounting. (Experience in church and/or other non-profit organizations is helpful).
* Proficient in QuickBooks and ACS software.

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