

John Knox Presbyterian Church

Normandy Park, Washington

Position Title: Finance and Operations Administrator

Time Requirement: Part time (24-30hrs/wk) – Non-Exempt

Salary Range: \$28-\$33/hr

Accountability: This position reports to the Head of Staff and is accountable to the Finance Ministry Team and is ultimately accountable to the Session of the John Knox Presbyterian Church (JKPC).

Summary:

Has overall responsibility for all finance and administration functions of the church. Aligns with the John Knox Presbyterian Church's mission and vision, and integrates with other ministries and staff.

Essential Duties and Responsibilities

Financial

- Oversight of all financial activities: bill payments, payroll, check reimbursements, credit card and bank reconciliation, contributions, and money counting. Preschool invoicing, registration accounting, reporting and support. Monitor expenses and accurately account for all income. Provide comprehensive financial reports for end of month and end of year.
- Collaborate with the Finance Ministry Team by attending monthly meetings, responding to their requests. Bring day-to-day operational perspective to the team and assist in the overall budget preparation.
- Ensure the accuracy of contribution statements for congregation.
- Ensure that all tax reporting, 941, W-2 and 1099, are promptly paid and filed.
- Work with the accountant to ensure best practices are in place and coordinate with the Accounting firm assigned to perform the annual review of the church financial books.
- Prepare the annual administration budget and assist other ministry areas with their annual budget review.
- Oversee appropriate records retention methods per IRS guidelines
- Supervise accounting and office staff.

Human Resources

- Maintain personnel files, including supervisor files for Head of Staff.
- Assist Personnel team with updating and maintaining job descriptions.
- Assist Personnel team with evaluating and maintaining employee benefit programs.
- Conduct performance reviews for office and bookkeeping staff.
- Onboard new employees and provide appropriate access to systems and technology.

Administration

- Direct the day-to-day administrative operations of the church and facilitate a professional, Christian, friendly church office environment.
- Assess risk to people, update and implement plans for emergency procedures, and train employees.
- Assist with the preparation of the Annual Statistical Report for the Presbytery.

IT

- Oversee the church information systems including but not limited to network maintenance, website, phone system, office equipment and the coordination of the maintenance of all computer infrastructure. Direct the work which is outsourced to consultants.
- Proactively plan for upgrades to hardware, software, office equipment, phone systems.
- Provide assistance and follow up on solutions for computer issues for all employees, including backups.

General

- Effective time management and ability to handle multiple tasks.
- Ability to work independently and to meet or exceed deadlines and expectations.
- Other duties as assigned by the Senior Pastor, Head of Staff.

Qualifications

- College graduate preferred with a degree in business or management.
- 2+ years of full-charge accounting experience, preferably in a non-profit environment.
- Competency in computer applications (Microsoft Office, QuickBooks).

Essential Character and Values

- A disciple of Jesus Christ in whom the fruit of the Spirit is evident, and commitment to a personal faith marked by growth and vitality.
- A team leader who is unafraid to speak the truth in love. One who leads by example and demonstrates their faith with authenticity, intelligence and passion.
- A Christian who approaches leadership from a place of vision, creativity, and intentionality.