

GRACEPOINT CHURCH JOB DESCRIPTION

Title: FINANCIAL/HUMAN RELATIONS ADMINISTRATOR

Position Status: Part-time 15 hours per week; Monday through Friday (i.e. 10am-1pm or 11-2pm)

Responsible to: Executive Pastor

Works with: All church staff, Church Treasurer

Qualifications:

1. Background in finance and bookkeeping.
2. Some Human Relations (HR) experience.
3. Working knowledge of Quick Books Pro, Excel, Word.
4. Willing to be trained in the use of church management software.
5. Good public-relations and skills.
6. Character able to maintain full confidentiality of information.

Specific Responsibilities:

1. Maintains the church financial records and ledgers for personnel and financial activities:
 - a. Maintains all payroll records, payroll time cards and prepares all payroll bank ACH debits and employee paystubs for each payroll period.
 - b. Maintains all payroll tax documents and sends them in a timely manner (FICA, EDD, 1099, W-2, 941, W-4).
 - c. Prepares all checks for signature from authorized expense vouchers.
 - d. Files all expenses vouchers/check stubs and maintain financial records.
 - e. Balances all church bank accounts and maintains proper balances in each account.
 - f. Prepares a monthly financial report for distribution.
 - g. Records all approved vacation, sick leave and conference time away for all eligible staff.
 - h. Oversees and maintains all approved petty cash account expenses.
 - i. Oversees the administration of the church VISA card account including employee additions/deletions, statement reconciliation and monthly payment.
 - j. Oversees the quarterly payment of state sales tax on Aroma sales and internet purchases.
2. Fulfills Human Relations (HR) functions as follows:
 - a. Communicates the compensation process and distributes benefit applications to new employees.
 - b. Submits new employee benefit applications to proper vendors for approval.
 - c. Submits benefit cancellation notice to proper vendors upon employee terminations.
 - d. Annually distributes FSA and 403(b) enrollment forms to all eligible staff.
 - e. Annually distributes employee letter detailing compensation, benefit and elected payroll changes.
 - f. Annually communicates with all benefit vendors and explains any benefit changes to all eligible staff.
 - g. Complies with all local, state and federal laws as they relate to the work place (i.e. sexual harassment training, work safety, etc.).
 - h. Other HR responsibilities as needed or assigned.
3. Miscellaneous Responsibilities:
 - a. Share phone duties and lunch-hour coverage with the administrative assistant as needed.
 - b. Handles the purchasing of office supplies as needed.
 - c. Maintains church equipment business contracts and interacts with all equipment vendors.

Note: This position may expand to 20 hours per week at a future date. Duties would include overseeing all aspects of donor giving:

- a. Recruits, trains, schedules and supervises weekly counting volunteers.
- b. Records all cash and check gifts into church financial management platforms.
- c. Records all online giving into church financial management platforms.
- d. Distributes weekly giving report of Sunday giving and a semi-monthly giving report of all on-line giving.
- e. Banks all weekly receipts.
- f. Distributes semi-annual and annual statements to all donors.
- g. Maintains records of all donations, both cash and non-cash items.
- h. Responds to phone and email messages concerning donor statements.

Compensation:

The wage for this position is \$20-\$30 per hour. There are no benefits except as provided by the California Labor Law. The hourly wage is reviewed annually by the Personnel Committee and approved by the Elder Board.