



Financial Administrator

Purpose:

Working within the accounting structure and methods appropriate to a non-profit corporation, to keep all the financial records related to all the funds in the presbytery's possession, and the day to day financial operations of the presbytery, including the depositing of receipts, and the preparing of disbursements, including staff payroll.

Accountability:

The Financial Administrator is supervised by the Presbytery Leader, and performance is reviewed/evaluated through the Presbytery Coordinating Team's Personnel Committee in accordance with the Presbytery's "Personnel Policy & Practices" manual.

Administrative

- Maintain employee payroll files and records
- Function as Plan administrator for Employee Benefits Plan
- Provide the Trustees with information related to Insurance
- Act as recording clerk for Presbytery meetings
 - Work with Clerk on distribution of notifications of actions and minutes
- Maintain the Minute book

Financial

- Receive and prepare for disbursements all Presbytery funds, including mission and special offerings as designated by congregations
- Process staff payroll, including filing a timely and accurate manner, all forms, returns, and reports required by the United States Department of Treasury and any other federal, state or local governmental bodies or agencies
- Prepare monthly bank reconciliations
- Prepare quarterly financial statements for the Treasurer, PCT and Trustees
- Provide data to committees and staff as needed for the performance of their duties and for the annual
- Provide to the Trustees information related to the investment and management of Presbytery funds, and an annual financial review
- Provide to PCT or its sub team information related to the preparation of the annual budget
 - Budget modeling

- Maintain the Financial Information webpage in consultation with PL and treasurer
- Provide Support and guidance to the Presbytery's churches in areas of church finance, payroll, church reporting requirements and internal controls.
- Work with OTHER staff Person to provide for annual financial management training for congregations and church leaders.
- Coordinate loan requests for building programs, renovations and facilitate processing of loans
- Participate in annual Mid Council Financial Network
- Resource congregations on financial issues concerning COVID 19

Property Issues

- Resource Cemetery Associations teams
- Provide resourcing and support for Presbytery Property issues including working with Administrative Commissions for property issues
- Resource Trustees on property and insurance issues

Transition

- Resource Transition Team concerning areas of finance, property, insurance as directed by the Presbytery Leader

Term: The Administrative Assistant for Finance is an at-will employee of the Presbytery
 Thirty hours