



JOB TITLE: Financial Assistant

MINISTRY AREA: Administration-Business Office

REPORTS TO: Business Administrator

Prepared By: Executive Director of Administration

PURPOSE OF THE JOB

To assist the Business Administrator in helping maintain the financial records of First Presbyterian Church of Amarillo ensuring timely payments for payroll, expense reimbursements, posting contributions, and processing Accounts Payable. Ensuring Human Resource regulations and policies are communicated and adhered to.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Accounts Payable:

- Check all invoices for correct coding, backup documentation & approval signature.
- Ensure approved invoices are entered in our computer system and paid every week.
- Ensure checks and ACH payments are signed according to church policy and mailed.
- Collect receipts for credit cards and process monthly statements.
- Set up new vendors, and determine W-9 or insurance requirements.
- Send 1099's each year.

Payroll:

- Create and maintain employee records both electronically and physically.
- Process bi-weekly payroll by ensuring time records are all collected, reviewed for overtime calculations and properly signed. Calculate and remit payroll taxes.
- Send ACH file to the bank, pay taxes online and record annuity contributions.
- Update employees on comp time balances.
- Send W-2's to employees and government each year.

Contributions:

- Record all contribution received by FPC; includes cash, checks, credit cards, ACH and PayPal. Updating automatic drafts as needed.
- Send donor statements quarterly. Year-end statement is for tax purposes.
- Record annual pledges.
- Process bi-monthly bank drafts.
- Maintain Paypal, Kiosk, Text to Give sites for credit cards.
- Enter contributions received by plate collection after counters have counted.

Human Resources:

- Responsible for new hire orientation. Includes reviewing paperwork to be completed, discussing employee handbook, performing drug test and submitting information for background checks. Ensuring Ministry Safe course is completed.

- Monitor compliance with employment laws.
- Ensure required employment posters are current.
- Assist employees in completing paperwork required by various insurance companies.
- Verify invoices from insurance companies are correct.
- Maintain Time Away calendar.

Properties:

- Maintain Event Keys in Key Box.
- Maintain current calendar in use for non-ministry meetings and events.
- Maintain all office equipment such as postage machines and copiers.

Other

- Take minutes at meetings.
- Assist in supplying documents required by auditor.
- Maintain files of various types of contracts.

KNOWLEDGE AND SKILLS

Required

- Notary of Texas or eligible to become a notary.
- Must be bondable.
- Completion of college level accounting courses.
- Must be detailed oriented and organized.
- Have basic computer skills with the ability to learn software quickly. Proficiency in Microsoft Excel required. (ShelbyNext is accounting software used by FPC.)
- Must be able to maintain a high degree of confidentiality.
- Honest and trustworthy.
- Ability to accurately and efficiently process large amounts of data.
- Communicate effectively and respectfully with staff, donors, members, vendors and other people.

Preferred

- Bachelor of Business Administration degree or associate degree with work experience.
- Audit experience with nonprofit entity.
- Knowledge of office equipment: multi-line phone system; fax machines; copier; scanner; postage machine; paper folding machine.

ADDITIONAL INFORMATION

- Normal office work includes long periods of sitting at a desk.
- Walking, some light lifting (max. of 40#).
- Work overtime only as requested for certain projects or deadlines.
- Some local travel (training, bank and vendors, police dept).
- Standard work hours are 8 a.m. to 5 p.m. Monday through Thursday and 8 a.m. to 12 p.m. on Friday with the expectation of working 40 hours a week where all overtime must be approved by supervisor.
- Job location is at the church office.

Committee Approved: <u>Personnel</u>		Date: <u>3/20/2024</u>	Position Group: _____
Full Time: 40 hours a week		Background Check Required	
Grade _____	Position Class _____	Exempt: Yes ___ No ___	Security Sensitive: Yes ___ No ___