



JOB TITLE: Business Administrator

MINISTRY AREA: Finance/Administration

REPORTS TO: Executive Director of Administration

PREPARED BY: Executive Director of Administration

PURPOSE OF THE JOB:

To provide financial, administrative, and organizational support for the ministries of the First Presbyterian Church of Amarillo.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Finance

- Maintain an appropriate chart of accounts to reflect the current financial position of the church and its ministry activities in accordance with Generally Accepted Accounting Principles (GAAP).
- Coordinate the preparation of an annual operating and capital budget with the help of church staff and committees.
- Accountable for all assigned aspects of the church's finances including conducting the day-to-day business of the church.
- Ensure that adequate internal controls, including those recommended by our auditors, are in place and utilized to protect the church's assets.
- Provide tax returns requested and all other legislated reporting.
- Prepare monthly financial reports by the 25th of the following month, including balance sheet accounts, P&L and Cash Flows Statement.
- Reconcile all bank accounts by the fifteenth of the following month.
- Issue W-2's and 1099's annually.
- Monitor spending to assure that the approved budget is being met; and report any exceptions to the Executive Director of Administration and Finance Committee.
- Ensure that donor restricted, and Session designated monies are properly accounted for and meet the intent of the donor.
- Provide information as requested to auditors on a timely basis. Work closely with auditors to complete audits prior to July 1st of the following year.

- Make recommendations to the Executive Director of Administration, appropriate committees, and Session of needed changes in financial policies.
- Maintain accurate records pertaining to gifts from trusts and estates.
- Oversees Financial Assistant. Assigns job responsibilities, trains on updated procedures, and reviews work submitted.
- Ongoing education of financial legislation, changes in accounting standards and industry trends.

Human Resources:

- Manages the regular pay of services performed through an approved payroll accounting system and the timely payment of associated taxes, employee withholdings and payroll deductions.

Administrative Functions:

- Act as advisor to the following committees:
 - Finance Committee
 - Investment Team

KNOWLEDGES AND SKILLS REQUIRED

- Basic computer skills (strong Microsoft Excel skills) with ability to learn software quickly.
- Maintains confidentiality of sensitive information.
- Excellent time management with ability to meet deadlines.
- Organized and detail oriented.
- Studies procedures and adjusts methods to increase accuracy and efficiency.
- Exceptional communication and problem-solving skills.
- Trustworthy, thorough, and courteous.
- Background Check Required

Education/Experience

- College graduate with a degree in accounting or finance; CPA or MBA preferred.
- 5 years of experience in church or non-profit accounting and financial management/leadership.
- Christian ministry involvement.

Perform other duties as may be assigned by the Executive Director of Administration or Senior Pastor.

All resumes should be sent to jobpostings@firstpres.com .

<p>Personnel Committee Approved Date: <u>2/14/2024</u> Position Group _____</p> <p>Full Time: 40 Hours a week Background Check Required</p>
