

# Business Coordinator

The Business Coordinator coordinates the business and financial functions of Grace Presbyterian Church and its related ministries. We are looking for a coordinator that can provide bookkeeping and basic accounting, and work with vendors and suppliers, and coordinate related volunteers.

## **ACCOUNTS RECEIVABLE (AR) RESPONSIBILITIES**

- Supervise AR Clerk(s) and assist with problems (Weekly)
- Maintain compliance with guidelines and procedures proposed by the Finance Committee, Session, Church Bylaws, and the denomination
- Receive, record, and deposit funds and report them to the Treasurer, Senior Pastor, and Session
- Produce individual charitable-gift receipts summaries of all donations received on a regular and
- Collect and record annual pledges received at the church, providing data reporting as needed

## **ACCOUNTS PAYABLE (AP) & PAYROLL RESPONSIBILITIES**

- Supervise A/P clerk and assist with problems (Bi-weekly)
- Review reimbursement requests and bills from vendors, approve, assign accounts, and record
- Distribute invoices for approval and record
- Process all W2s, W3s, 1099s, 1096s, and other tax
- Add and maintain employee records in payroll software, and process HR documentation including background checks
- Ensure timesheets are collected on regular basis

## **ADMINISTRATIVE RESPONSIBILITIES**

- Manage insurance and liability, federal and state reporting, and other agencies to maintain compliance with laws and best practices
- Manage and communicate with vendors and services
- Update terms of call, board of pensions benefits, and other benefits accounts
- Assist in creating reports and forecasts for annual budget and ongoing throughout the year, reviewing budget performance with ministry leaders
- Administer ongoing contracts such as phone service, internet service, third party utility providers, and other such vendors
- Monthly Finance Committee meetings (usually one evening per month)
- Assist with other administrative duties along with other program and administrative support staff and volunteers
- Other duties as assigned

## **REQUIREMENTS**

- Proficiency in Quickbooks and Microsoft Excel, Accounting and Bookkeeping
- The ability to be proactive in implementing responsibilities, quickly and with deadlines
- Commitment to excellence and professional development, maintaining strict confidentiality
- Relates well to others, builds effective relationships, and communicates efficiently

## **WORK SCHEDULE**

- 20 hours per week, Monday-Friday (2 Weeks of Paid Vacation)