



Job Title: Financial Coordinator

Status: Full Time

Reports To: Business Manager

FLSA: Nonexempt Hourly

Date: 7-25

Job Summary:

The Financial Coordinator is responsible for the overall accounting functions of Bethany First Steps and supports the Business Manager in assigned Church accounting functions. The Financial Coordinator works in partnership with the Executive Director of Bethany First Steps in management of accounting, finance, human resources and budgeting.

Essential Job Functions:

1. Responsible for all accounting operations for Bethany First Steps, including billing, deposits and accounts payable, budget and payroll.
2. Ensures the requested expenditures for Bethany First Steps fall within budget and meet required approvals.
3. Prepare monthly and annual financial reports for the Executive Director, Assistant Directors and Board members for Bethany First Steps.
4. Create and review monthly budget reports with directors.
5. Complete reconcilements of bank accounts and member giving monthly.
6. Prepare and file required reporting of payroll taxes, W-2 and 1099s, and workman's compensation audits.
7. Assists with annual budget preparation for Bethany First Steps.
8. Maintain personnel files and administer employee benefit programs for Bethany First Steps.
9. Enter accounts receivable into the Church accounting system and serve as a backup for payroll and accounts payable
10. Responsible for Wedding and Facility Rental Administration.
11. Will maintain the Church's profile management software.
12. Will be a backup to the receptionist and IT coordination.

Knowledge, Skills and Abilities:

- Experience with accounting software and the ability to generate financial reports for directors and board members.
- Provide a high level of accountability, transparency and healthy business practices.
- Strong attention to detail and organizational skills.
- Proficiency in Microsoft Office programs and knowledge of computer systems and software.
- Be a team player who can work effectively with other members of the Bethany First Steps and Bethany Lutheran staff.
- Have an excitement and commitment to the vision and mission of Bethany First Steps and Bethany Lutheran Church.

Education and Experience:

Associate or bachelor's degree in business administration, Accounting or related field and a minimum of three (3) years' experience in nonprofit or business administration. Experience can be substituted for a degree.

Note: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the ongoing mission of the congregation.

Employee Signature

Date

Administrative Signature

Date