JOB DESCRIPTION

JOB TITLE: Finance and Business Administrator

DATE CREATED or **REVISED:** 8/21/2026

STATUS: Exempt ☐ Non-Exempt X Full-Time ☐ Part-Time X

TITLE OF PERSON REPORTING TO: Senior Pastor

SUMMARY:

THIS IS FOR INFORMATIONAL PURPOSES AND SUBJECT TO CHANGE

Oversees and maintains operations of office management and the day-to-day work of the church. Develops and documents policies and procedures. Utilizes and enhances usage of the Church management system. Works with the Senior Pastor for execution of plans and projects. Creates an environment in which the church staff and volunteers can efficiently and effectively serve the congregation and the ministries of The Garden.

Responsible for management all aspects of the Garden financial systems, including Contributions, Accounting, Payroll, Contractor Payments, Budgeting, Tax Reporting, Monthly and Year-end Forms, and Reporting.

PRIMARY RESPONSIBILITIES:

BUSINESS ADMINISTRATION

- Exemplify through actions and communication that the culture of The Garden is inclusive of all people and that all people are treated with dignity and respect.
- Serves as project manager for one time or routine projects. This would include but not be limited to such projects as special events, Charge Conference annual church meeting, grant monitoring, etc. Works with others who may be responsible for the project work but ensures that deadlines are met and that the distribution of responsibilities on such projects is well understood by all.
- Serves as one of the administrators of The Garden Church Management System. Manages security roles and assignments. Runs various maintenance tasks to ensure data is up to date and accurate. Works toward improving usage of the system by staff and congregation. Edit website (bios, etc.). Performs background checks on personnel requiring such checks.
- Advises, trains and supports staff, volunteer teams, and congregation users of the system through knowledge of the processes, data, and procedures. Runs special ad hoc reports as requested.

- Has a knowledge of existing documented procedures and proactively reviews such Operations documentation and adds, updates or replaces as processes change.
- Maintains the electronic filing system of The Garden by reorganizing, renaming, updating or deleting files retained in the online filing system of various Dropbox accounts. Maintains the structure, standard naming conventions and the sharing of files/folders to those who have been assigned responsibilities.
- Oversees and maintains the master password document, deleting what is no longer needed, and ensuring that those who have access are maintaining the document with updated accounts and passwords.
- Maintains office efficiency by organizing office operations and procedures. Is responsible for inventory (in conjunction with Finance Administrator), organizing, and replenishing supplies, including hospitality supplies. Serves as a purchasing agent for The Garden by seeking to obtain high quality goods and services for competitive pricing.
- Other duties as assigned.

FINANCE ADMINISTRATION

1. Accounting

- Manage and maintain the vendor file and chart of accounts.
- Ensure entries into the General Ledger are timely and posted correctly to the associated account.
- Ensure that all documentation for each invoice payment is retained and filed. Generate checks for any payments where The Garden is not paying electronically from the Checking Account.
- Ensure that all bank, credit card and investment account statements are reconciled throughout the month and finalized and balanced at month end.
- Set up and generate recurring invoices and generate the bank recurring or one-time payment on the online banking website.
- Maintain an Accounts Payable Tracker sheet which documents dates, vendors, amounts, how The Garden is notified of payments due, and how they are to be paid. Utilize this sheet throughout the month to ensure that nothing has been missed.
- Continuously monitor credit card purchases, ensuring receipts are submitted and that the vendor and account code can be determined from the receipt. Enter the purchase into the General Ledger system as they are generated. On the 15^{th} of each month, reconcile and pay the credit card statement.
- Support Grant efforts by tracking income/expenses against the projected budget, ensuring that reporting back to the Grantee is well documented and in alignment with the grant stipulations.

2. Contributions

- Responsible for contribution entry from Sunday collections and throughout the week and oversees Administrative Assistant who will routine enter the contributions and submit the bank deposits.

- Produces Contribution Statements on a quarterly basis and at year-end.
- Processes stock donations as needed.
- Assist members with problems or setup of automated donations and monitor those donations.
- Prepares deposit slips and ensures deposits are made to bank (in person or mobile deposit).
- Recruits, trains, and schedules Sunday counters. Manages the counting sheets and files electronically. Makes corrections if any errors are detected on the counting sheets. Ensures new counting sheets are placed in the Sunday Assistant's 'Sunday Box' to be ready for the following Sunday.
- Manages **Memorial Donations** entered into the General Fund and sets up the Realm Memorial recipients. Acknowledges memorial donations with a personal note back to the donor.
- Ensures special **Fundraising Donations** are accounted for appropriately and tagged to the particular Fundraiser Event. At the end of the event, generates detailed Profit/Loss Statement of that fundraiserand reports back to the GLT
- Assist in **Stewardship Campaigns** with reporting, entry of pledges, set up of the campaign and links for members to enter their own pledges.

3. Payroll and Contractor Pay

- Maintains Employee records with respect to salary, paid time off, tax deductions, etc. At year-end update salaries and PTO/Vacation rollovers and accruals.
- Maintains Contractor records regarding contracted pay and who has worked each week or month.
- Prior to month end, send reminders to staff to ensure their timesheets are completed prior to running payroll.
- At year end, generate new timesheets for each staff member for the upcoming 12 months in the new year.
- At the end of every month, generate Paychecks and Contractor Pay according to hours submitted by timesheets or records of what Sundays or other services were worked.
- As new employees or contractors are hired, work with appropriate staff to ensure appropriate HR forms are submitted and used to set up new personnel in the respective systems.

4. Taxes

- Prepare Federal and State Tax Forms monthly after payroll.
- Prepare Business Property Tax Form annually using Garden inventory records.
- File Quarterly 941 forms.
- Prepare Year end Employee/Contractor Tax forms (1099-NEC and W2s, W3).

5. **Budgeting**
    - Works with and supports Finance Team in the budgeting process.
    - Appoints Budgeting team to develop final budget for presentation and approval by GLT.
    - Prepares spreadsheet containing prior year budget(s) and actual(s) and well as current year budget and actuals to date. Forecasts final actuals through end of December to use as basis.
    - Submits known changes in operations or costs which will affect The Garden in the next year.
    - Responsible for final budget, obtaining approval, and entry into the Accounting system.
    - Uses knowledge of spending trends to spread the budget across the months if it is not an even spread.

6. **Monthly, Year-End and Ad Hoc Reporting**
    - Prepare predefined reports and packets at month end for GLT, Finance Team, HR Team, and Senior Pastor/GLT Chair.
    - Prepare or work with Administrative Assistant in preparation of UMC District Reporting for Charge Conference and Year-End Reports.
    - Prepare reports for auditor(s) as required.
    - In conjunction with Director of Operations, prepare reports or mailing lists as needed for special campaigns, events, and projects.

7. **Miscellaneous Financial Duties**
    - Coordinate updating signatures on Bank and Investment Accounts as staff/volunteers change.
    - Ensure that all records, forms, reports, legal docs, etc. are retained in electronic format and filed in Dropbox.
    - Monitors the administrator@thegardenonline.org generic email address and distribute any incoming email that needs to be addressed by other staff/contractors to the appropriate person. The majority will be related to Finance or can be handled by the finance administrator.
    - Update and maintain the Finance component of the Operations manual processing documents as systems or procedures change.
    - Maintains the financial dropbox folders and files for all Finance related documentation.
    - Manages investments in conjunction with the Finance Team and moves the money back and forth from our operational bank accounts to the various investment accounts, keeping within the policies that have been established for investments and spending of such investments.
    - As purchases are made of office, tech, and AV/Equipment, enter the items description, cost, year purchased, etc into the Inventory Tracking sheet so that all new expenditures in these areas are maintained on a real-time basis.
    - Ensure that the liability insurance and workers comp insurance is reviewed at least annually and manage changes and payments to each as needed.

COMPETENCIES & SKILLS REQUIRED:

- Able to significantly contribute to the continuous improvement of The Garden operations.
- Experience in supporting & training all levels of users to be proficient using applications.
- Experience in creating and maintaining documentation for training and administration of applications and systems.
- Customer-driven and comfortable with a wide variety of user skills and temperaments, as well as many different technologies.
- Delivers high-quality service that is customer-friendly, accurate, timely and technically proficient.
- Is a "systems thinker" and thrives on creating, improving, and enhancing the "how" we do ministry.
- Comfortable with and maintains hardware when necessary.
- Desirable spiritual gifts include: administration, service, and leadership.
- Is well organized with a structured temperament.
- Good oral and written skills, strong analytical skills, and able to maintain confidentiality.

MINIMUM EDUCATION / CERTIFICATIONS / REQUIRED EXPERIENCE:

- An associate's degree in computer systems, technology, business and operations administration, finance or a closely related field.
- Minimum of five years related experience, preferably in a church environment.
- Proficient in use of systems software, preferably those used by a church.
- Proficient in computer programs such as MS Word, MS Excel, and MS PowerPoint.
- Personal qualities include careful attention to detail, problem solving, and good organizational, communication, and people skills.
- Track record of success in these critical skills and tasks: Supply Management, Managing Processes, Developing and Documenting Standards, Process Improvement, Reporting, Data Integrity, Financial and Technical Skills.

PHYSICAL DEMANDS:

- Sitting several hours each work day, using a computer, mouse and keyboard. Repetitive use of finger and hand movements using such equipment.
- Able to utilize a computer screen and visually discern information it displays.

- Minimal walking and standing.
- Able to lift up to 20# to handle computer hardware, files, and other office equipment.
- Able to push or pull up to 25#.

WORK ENVIRONMENT DESCRIPTION/ EQUIPMENT USED:

- The majority of work is performed in an office setting or at home, utilizing a computer.

PLEASE NOTE: This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice due to the changing needs of the organization.

APPROVALS – This Job Description has been reviewed and approved by the person(s) signing below. All three signatures may not be needed for each unique Job Description.

Approver #1: _____________________________ ___________________________ ___/____/______

(Signature) (Printed Name) (Date)

Approver #2: _____________________________ ___________________________ ___/____/______

(Signature) (Printed Name) (Date)

I have reviewed this Job Description and understand its contents:

Employee/Contractor: __________________________ ________________________ ___/____/______

(Signature) (Printed Name) (Date)

A fully executed copy is to be stored with Church personnel records.