



# TATES CREEK

## CHRISTIAN CHURCH

### Financial Administrator Job Description

The TCCC Financial Administrator is entrusted with stewarding the congregation's financial resources, upholding integrity, transparency, and alignment with the church's mission. This role supports TCCC's financial operations through a blend of financial and administrative responsibilities, including:

- Managing financial records
  - Processing payments, invoices, and payroll
  - Assisting with budgeting and financial reporting
  - Performing general administrative duties
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### Core Responsibilities

#### Accounting & Record Keeping

- Maintain accurate and up-to-date financial records, including ledgers, invoices, and expense reports.
- Process and manage accounts payable and receivable.
- Create, send, and track invoices to ensure timely payments.
- Reconcile bank accounts and prepare deposits.
- Administer payroll using the current payroll system, ensuring timely and accurate compensation.
- Input financial data into the current financial and accounting systems.
- Investigate and resolve discrepancies in financial records.

#### Budgeting & Financial Reporting

- Assist in preparing annual and departmental budgets.
- Track expenses and monitor budget adherence.
- Collaborate with ministers, staff, and lay leaders to develop and review budgets.
- Generate monthly, quarterly, and annual financial reports.
- Analyze giving trends and provide stewardship insights.

## **Donor & Contribution Management**

- Record and acknowledge member contributions, including donor-restricted gifts.
- Ensure disbursements align with donor intent and provide timely reporting.
- Maintain confidentiality of donor identities while enabling donor profile insights for stewardship purposes.

## **Compliance & Payroll**

- Ensure financial operations comply with TCCC policies and 501(c)(3) regulations.
- Maintain payroll records and ensure IRS compliance (W-2s, 1099s, FICA).
- Keep employee documentation (e.g., W-4s) current and accurate.
- Support audit preparation and ensure adherence to financial policies.

## **Record Retention & Retrieval**

- Retain all financial, accounting, and employee documents in accordance with TCCC's Records Retention Policy.
- Ensure documents are accessible for audits, reviews, and authorized requests.

## **Collaboration & Confidentiality**

- Work closely with the Finance Committee and TCCC Treasurer to ensure smooth financial transactions.
- Uphold confidentiality and spiritual sensitivity in all financial matters.
- Maintain anonymity of giving, financial, and payroll records per TCCC's confidentiality policies.

## **Administrative Support**

- Answer phones, schedule appointments, and manage correspondence.
  - Maintain the church calendar.
  - Coordinate building and vehicle use agreements.
  - Fulfill other duties in the absence of other office personnel.
  - Other duties as assigned.
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## Qualifications & Skills

### Qualifications

- Degree or certification in accounting, finance, or business administration preferred.
- 2–5 years of experience in financial administration, ideally in a nonprofit or church setting.
- Understanding of basic accounting principles and financial procedures.
- Proficiency in accounting software, payroll software, credit card reconciliation software, Microsoft Office Suite, OneDrive, and church management software (e.g., Aplos Accounting, APS Payroll, RAMP Credit Card, Planning Center).

### Skills

- Strong attention to detail and organizational skills.
- High ethical integrity and discretion.
- Ability to manage multiple tasks and meet deadlines.
- Effective written and oral communication.
- Team-oriented mindset.
- Willingness and ability to learn new systems.

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### Contingencies & Commitments

- Must not be a current or former member or attendee of TCCC.
- Must be willing to sign TCCC's Statement of Beliefs.
- Must adhere to all confidentiality and financial integrity policies outlined in TCCC's policies.

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### Position Details

- Type: Part-Time (25–28 hours/week)
- Schedule: Monday–Thursday, 9:00 AM–4:00 PM
- Reports To: Executive Minister, Church Administrator, and Elders
- Benefits: As outlined in the Employee Manual for E4 classification