

# Church of the Nativity

## JOB DESCRIPTION

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<b>Title:</b>	Finance Coordinator	<b>Name:</b>	
<b>Title of position you report to:</b>	Director of Finance	<b>Work Schedule (and # hrs/wk.)</b>	(15-19 hours a week) Monday, Tuesday, Wednesday or Thursday 9:00AM-3:00PM. Days and times are flexible based on the needs of the Finance department.

### **GENERAL DESCRIPTION: (What does your position exist to do?)**

Assist with day to day financial operations of Nativity, and assist the Director of Finance and Director of Operations in ensuring proper accounting of resources, in order to resource Nativity to fulfill its mission.

### **RESPONSIBILITIES:**

- Performs day-to-day accounting duties including financial statement preparation.
- Ensure financial checks in place, per archdiocesan audits and best financial practices, for proper handling of cash and checks received during weekend collections, sales from café and resources, and online giving and registration for programs requiring payment.
- Process all credit card statements and monitor compliance with credit card reconciliations submitted by staff members (monthly).
- Process payroll for employees (bi-weekly).
- Prepare checks for vendors and ensure they are signed by the Pastor and the Director of Operations (weekly).
- Prepare giving statements for Parishioners (annually or by request).
- At the direction of the Director of Finance and Stewardship Director, assist in stewardship initiatives of Nativity.
- Provide metrics on Nativity financials at request of Pastor, finance council or Archdiocese.

### **EXPECTED RESULTS: (What are the outcomes of your position if you perform it successfully?) *Progress will be measured every 6 months***

- Ensuring continued fiscal responsibility at a parish level, and for each individual department.

**POSITION REQUIREMENTS (AS APPLICABLE):** (What level and type of education is required, and amount and type of experience required to perform your role; not your specific education, experience).

### **EDUCATION:**

Bachelors or Associates Degree from an accredited college or university with a preferred major course of study in finance or accounting.

**EXPERIENCE:**

3-5 years of professional experience in finance and/or accounting.

**LICENSES OR CERTIFICATIONS (If applicable):****SPECIAL SKILLS & KNOWLEDGE AREAS (If applicable):**

- Proficiency in Microsoft Excel and Word
- Proficiency in QuickBooks.

**ACCOUNTABILITY:** Responsible to Director of Finance

Please send all resumes to [lskeen@churchnativity.com](mailto:lskeen@churchnativity.com).

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