

**KENT UNITED CHURCH OF CHRIST**  
**Kent, Ohio**  
**POSITION DESCRIPTION**  
**Financial Administrator**

**Summary of Responsibilities:**

Maintain, coordinate and prepare records, reports, and financial documents related to the finance of the church.

**Employment Status:**

Part-time, salary, approximately 15-18 hours per week

**Supervisor:**

Senior Pastor, in consultation with the Treasurer

**Position Requirements:**

- Must understand and apply basic accounting principles and procedures
- Must possess general office and clerical skills, including a demonstrated ability to effectively use computers, accounting software, and other related software
- Must understand KUCC's budget process and relationship to church organization
- Must support and be able to work with the Treasurer, church staff, church officers, and church volunteer organization
- Must demonstrate good oral and written communication skills
- Must possess a valid driver's license
- Must demonstrate an ability to be self-motivated, self-sufficient, dependable, objective, and able to handle tasks with accuracy
- Must be able to maintain confidentiality

**Duties include but are not limited to:**

***Administrative***

- Record all gifts, contributions, and financial receipts of the church
- Prepare bank deposits at designated financial institution on a weekly basis
- Prepare checks for the payment of invoices and bills, enter invoices to accounts payable, and prepare checks for signature.
- Invoice and collect payments of church rentals
- File invoices, check stubs, and other financial records
- Prepare cover letter and contribution statements reflecting individual contributions to the church
- Maintain records of memorial gifts and send appropriate acknowledgements to givers and deceased's family
- Prepare letters of acknowledgement for non-cash gifts
- Install updates to database (CDM+) as needed
- Process stock transfers to church
- Assist auditors as required

***Reporting***

- Provide information to budget committee as requested
- Provide reports as requested by staff, officers, and ministries/committees of the church
- Prepare reports for annual report and congregational meetings

***Assist***

- Prepare and enter all monthly journal entries for interest income, prepaid pledges, mineral rights income, etc.

- Assist with annual budget preparation
- Prepare annual 1099 reporting for contract employees

***Payroll***

- Obtain proper documentation of newly hired staff
- Maintain employee payroll data
- Enter employee hours; enter payroll amounts from payroll vendor into accounting system

***Purchasing***

- Obtain bids and monitor contracts at the direction of the Treasurer and Property & Finance ministry
- Maintain W-9 files from vendors
- Maintain a file of vendor contracts and notify the appropriate committee chair or officer of contract expiration

**Professional and Personal Commitments:**

- Maintain a high degree of professionalism in all interactions with staff, volunteers, and members, respecting professional boundaries and duties
- Maintain a high degree of integrity, recognizing that all relationships in the church context must reflect the core values of Kent United Church of Christ, i.e. kindness, compassion, and grace
- Respect all confidentiality
- Eager for necessary training and professional development

**Education and Experience:**

College education preferred. Advance formal training and/or relevant work experience in accounting and/or bookkeeping is required. Previous church office experience is preferred.

**Accounting and/or Bookkeeping Skills:**

Associate degree in accounting or equivalent. Working knowledge of software accounting packages.

**Work Environment and Physical Demands:**

The work environment is the church office; some work can be done remotely. The physical demands are those representative of a normal office setting which are necessary for the incumbent to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Compensation:**

Salary rate will be based on qualifications and experience.

Approved April 25 2017

Revised - 4 October 2017

Approved -16 February 2021

Revised - 10 June 2021

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