



St. Francis' EPISCOPAL CHURCH

Financial Administrator

St. Francis' Episcopal Church
602 Rockwood Arbor Drive
Eureka, MO 63025
636-938-3733
StFrancisEureka.com

POSITION DESCRIPTION

St. Francis' Episcopal Church in Eureka, MO, a vibrant parish striving to love, worship and serve as Jesus did, seeks a detail-oriented and trustworthy accounting professional to be our Financial Administrator.

The Financial Administrator will have primary responsibility in carrying out the financial policies and procedures of St. Francis' Episcopal Church—on matters related to accounts receivable, accounts payable, cash receipts and disbursements, payroll, fund accounting, investments reporting, and reporting of expenses.

The Financial Administrator is a part-time position, working 10 hours per week. This position reports to the Vicar and the Treasurer, and should not be a member of St. Francis' Episcopal Church.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Two years or more of work experience preferably in an accounting office or bookkeeping and/or financial record keeping experience inline with the job description. Associate's or Bachelor's degree in Accounting or Finance a plus. Proficient in using QuickBooks and databases or willing to become proficient. We currently use Servant Keeper, which is a church membership, accounting and data management software. Proficient using Excel. Excellent filing skills. At ease with the demands of financial accountability and confidentiality of financial information.

FLSA: Non-exempt, Salaried Employee, Part Time. Salary commensurate with experience.

Start date: negotiable; no sooner than April 8, 2024

Church Website: StFrancisEureka.com

To Apply: Please submit Cover Letter, Resume, and Professional References to our Vicar, the Rev. Laurie Anzilotti at laurie@stfranciseureka.com.

JOB DESCRIPTION

St. Francis' Episcopal Church, Eureka, MO

Title: Financial Administrator

Reports to: Vicar and Treasurer

Supervises: None

Status: Part-time, salaried; 10 hours per week. Non-member of St. Francis' Episcopal Church

Primary Function

The Financial Administrator will work alongside the Treasurer and office staff to ensure the smooth, timely, and accurate handling of St. Francis' Episcopal Church's finances. The current church budget is \$270,000. There are no endowments or trusts to monitor.

Duties include but are not limited to:

Accounts payable

- Pay all bills, manage all properly-approved check requests
- Collect contractor information and issue/file 1099s as appropriate
- Oversee ministry chair expenditures and update their budgets (volunteers)
- Maintain records both physical and electronic of all payments

Accounts receivable/Contribution management

- Record bank deposits, reconcile bank statements with Quickbooks
- Record contribution details from deposits in church database (Servant Keeper or similar)
- Work with lead volunteer who oversees counting of weekly offerings by other parishioner volunteers
- Track and send acknowledgement and tax letters for monetary gifts and memorials, including market value statements for securities donations
- Send quarterly and year-end giving statements
- Generate invoices and receipts for tenant use of building

Other Financial

- Generate monthly financial statements for Leadership Team and annual statements for Annual Report
- Payroll/HR items: supply information to Paychex to support the payroll activity and record payroll journal entries; distribute payroll checks or direct deposits
- Maintain and use multiple online platforms for online giving, pension accounts, etc.
- Assist auditors with annual audit

General

- Field all questions and concerns from parishioners, staff, volunteers and vendors related to church funds
- Generate/submit financial-related documents as needed, including annual parochial report, ministry-specific reports, etc.
- Keep the treasurer apprised of pertinent financial information
- Support annual stewardship campaign

Key Qualifications, Skills, and Abilities

- Associate's or Bachelor's degree, preferably in finance or accounting or long-time experience in bookkeeping and/or financial record keeping.
- Attention to detail
- Ability to hold confidentiality
- Facility with Excel, QuickBooks (non-profit edition a plus); databases (Servant Keeper), ability and willingness to learn new bookkeeping software as needed
- Google Email, Google calendar and Google Drive.