

DERRY PRESBYTERIAN CHURCH

Position Description

Title: Finance Director
Reports To: Head of Staff

Issue Date:
FLSA Status: Full-Time Exempt

GENERAL SUMMARY

The Director of Finance manages the church's finances and bookkeeping in consultation with the church Treasurer and Stewardship & Finance Committee (S&F) in keeping with approved policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Bookkeeping and Financial Recording
 - a. Maintain a double-entry bookkeeping system for the church.
 - b. Record and pay all church bills; distribute vendor checks using an approved voucher system.
 - c. Conduct and journal transfers between accounts and deposits into investment funds per session approval.
 - d. Post budget into ParishSoft Accounting software in consultation with the Treasurer and S&F Committee.
 - e. Manage and oversee employee credit card usage; process monthly reconciliations.
 - f. Organize and maintain financial files for the agreed-upon retention period.
2. Cash Receipts and Deposits
 - a. Collect, record, and deposit all church cash receipts, including weekly offerings using church management software.
 - b. Manage Vanco Online Giving platform payments/deposits to ServantKeeper and ParishSoft; handle changes to online accounts.
 - c. Manage the process to receive, record, and deposit monies for special fundraising projects, church fellowship events, and memorial contributions; send acknowledgments.
3. Payroll and Tax Management
 - a. Prepare and record payroll, W2 and W4 forms, and local, state, and federal taxes for church staff/DDD using Paychex.
 - b. Prepare W-9 forms as needed and 1099-NEC forms annually for subcontractors.
4. Financial Reporting and Statements
 - a. Prepare the Annual Statement of Financial Activities and Position for the church; prepare year-end journal entries before closing the books as of December 31.
 - b. Prepare contributor statements for quarterly mailing.
 - c. Provide chairpersons of Session committees with monthly budget status statements.
5. Member Assistance and Transactions
 - a. Assist members with stock transactions for payment using Siebert Financial Corp.; complete member contribution transactions to the church.
 - b. Assist members with the purchase of cemetery plots/markers, prepare contracts/vendor correspondence, and maintain burial records and financial registry.
 - c. Prepare invoices to responsible parties for funeral reception expenses and make payments to all vendors.
6. Training and Support
 - a. Train new officers/staff on financial office procedures.
 - b. Assist committee chairs with budget audits/reports and inquiries.
 - c. Assist the Treasurer in preparing for annual financial reviews/audits.

- d. Assist with financial audits and processing deposits for the Director of Derry Discovery Days.
7. Vendor and Account Management
 - a. Manage online vendor accounts.

Administration of church office:

- Assist with purchasing and maintaining office equipment.
- Manage file retention for banking, payroll, payroll taxes, invoices, real estate, investments, bequests, cemetery, and contributions.
- Act as health care administrator for church staff and Derry Discovery Days enrolled in Board of Pensions group health insurance plan.

RELATIONSHIPS

The Finance Director works at the primary direction of the Head of Staff and the secondary direction of the Session, S&F Committee, and the Treasurer. S/he will maintain positive working relationships with the staff and members of the congregation.

EDUCATION AND EXPERIENCE

1. Associate or Bachelor degree in finance / accounting / business preferred.
2. 2 years' minimum experience with accounting.
3. Or an equivalent of education and experience to the requirements listed above.

SKILLS, ABILITIES, COMPETENCIES

1. Demonstrated understanding of accounting and bookkeeping principles.
2. Highly organized with strong recordkeeping skills.
3. High degree of accuracy and strong attention to detail.
4. Commitment to confidentiality of sensitive information including but not limited to member giving and HR related matters.
5. Excellent verbal and written communications skills.
6. Strong interpersonal skills.
7. Mastery of relevant PC software and spreadsheets.
8. Ability to meet deadlines and adjust to changing priorities.
9. Ability to read, interpret and analyze budgets.
10. Knowledge of IRS rules around 501(c)(3) contributions, tax implications, and expenses.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid PA driver's license.

BACKGROUND RELATED PREREQUISITES

All employees of Derry Presbyterian Church are required to produce current documentation or obtain the PA Child Abuse History Clearance, PA State Police Criminal Record Check, and a FBI Criminal Record Check.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee will need to sit (at times for extended periods) or stand as needed, bend, stoop, reach, and lift up to 30 pounds.

EVALUATIONS

The Finance Director's performance will be reviewed by the Head of Staff, annually at minimum. Additional input may be obtained from others supported by the incumbent as appropriate. The Personnel Committee will determine compensation.

OTHER DUTIES

Please note, this position description is not designed to cover or contain a comprehensive listing of duties, responsibilities, and activities that are required of the employee in this job. Duties, responsibilities, and activities may change at any time with or without notice.