



Employment Qualifications: FA
Effective Date: September 2024
Revision Date: September 2024

Church Operations Policy Section: Job Descriptions
Policy: Church Employment
Employee Classification: Part-Time Non-Exempt

POSITION: FINANCE ASSOCIATE

Policy

Statement: It is the policy and practice of First Presbyterian Church of Marietta to enlist the professional and ministerial services of qualified people to support and further the work of God’s kingdom through the church; the position job description is intentionally goal oriented and presents general ministry qualifications as well as specific goal requirements for a successful and productive employment relationship with the church staff, congregation, and local community.

The qualified candidate:

1. Acknowledges Jesus Christ as his/her personal Lord and Savior.
2. Depends fully on the Lord’s wisdom and guidance by the Holy Spirit for strength in his/her daily activities.
3. Realizes that his/her attitude, dedication, and performance will potentially be witnesses or heard about by countless persons, directly or indirectly, making it critically important that Christ’s church be reflected in all he/she does.
4. Senses a purpose and call by the Lord to serve His church and can/will demonstrate personal gifts to ensure job success and productivity.
5. Is not a member of First Presbyterian Church of Marietta.
6. Is skilled in general aspects of church program development, and management related to his/her ministry position.
7. Is willing to accept responsibility and accountability for outlined work goals and anticipated results, as outlined and updated by Senior Staff and Administrative church leadership.
8. Has the ability and willingness to lead in a teamwork environment and can be tolerant of other’s suggestions and approaches.
9. Is prepared for and open to advanced technology capabilities including, but not limited to, Realm, online giving vendors, and Microsoft Office Software.
10. Is interested in and capable of dealing openly, effectively, tactfully, and patiently with church personnel, church members, and the public presenting a strongly positive image of the church.
11. Is prepared for multitasking and flexibility, surviving potentially stressful moments in stride, and for the request of intermittent irregularity in working schedule.



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**Principal
Function:**

Responsible for the accurate record keeping and reporting of information within the Finance office, which includes member contributions and accounts payable information. In cooperation with Administrative, Pastoral, and other ministry teams, as well as the Finance Committee, provides service for the fellowship, ministry, and mission of the church congregation.

Skill Requirements: The Finance Associate must possess the highest degree of business ethics, integrity, and confidentiality given the financial responsibilities associated with the position, and must be able to work professionally and independently, in a positive and team-spirited manner. Highly organized, possessing strong written and verbal skills. Related experience in a church or nonprofit setting, or business environment in assigned responsibilities.

Work Schedule: 9:30am – 3:30pm, Monday, Tuesday, Wednesday, Friday, adjusted as needed to perform job functions and responsibilities. Schedule to be determined and set in consultation with the Director of Administration.

Outline of Responsibilities:

1. Prepare and post all receivables and disbursements per the church's internal financial transaction controls as approved and directed through the financial protocol/guidelines of the church that must follow the accounting principles generally accepted in the United States of America and the AICPA.
2. Prepare and review all financial reports and reconciliations routinely and as requested for ministry meetings and related ministry budgets.
3. Post and reconcile donor contributions daily or weekly as received through FPC's online giving vendor.
4. Responsible for the general ledger accounting/budget input and accuracy.
5. Assist approved internal/external auditors in performing their scheduled audits and reviews.
6. Assist the Director of Administration to input the Session approved annual budget into the Church accounting system as received from the Finance Committee Chair.
7. Assist with accounting structure and set up when needed (in collaboration with the Finance Committee Chair and Director of Administration).
8. Support the Development Committee through the Stewardship season pledge campaign

- and be present on Commitment Sunday to receive and post member pledges.
9. Support the Volunteer Counting Team and post entries from the bank deposit.
 10. Support the Gift Trust Fund Committee with routine bookkeeping.
 11. Support donor questions, prepare quarterly donor reports, and assist donors with setting up/changing pledges and payments.
 12. Work with related staff in development and mission to support fundraising and grant activities.
 13. Serve as the backup to the HR Associate to prepare payroll as applicable for hourly and salaried employees.
 14. Serve as the backup to the AP Associate to prepare accounts payable checks and mail them weekly.
 15. Notify the Director of Administration of issues related to member contributions, invoice payments, and payroll discrepancies.
 16. Serve as support liaison to the Finance Committee.
 17. Perform all other duties as assigned by direct supervisor.

Organizational Placement, Compensation, and Benefits:

- Direct Supervisor: Director of Administration
- Member of Administrative Team
- Support for the Finance Committee, Gift Trust Fund Committee, and the volunteer counting team.
- Part-time, non-exempt position with applicable benefits per the Current FPC Employee Handbook.

Compensation: _____ \$25.00 - \$35.00 _____ hourly rate.

Authorized: _____ Date: _____
 HR Committee Chair

Verified: _____ Date: _____
 Finance Committee Chair

_____ Date: _____
 Director of Administration

Acknowledged: _____ Date: _____
 Finance Associate

Printed Name: _____ Date: _____