



FINANCE & HR ADMINISTRATOR JOB DESCRIPTION

Job description for:

Reports to: Executive Pastor

Works closely with: Directional Elders, Church Pastors, Operations Teams

Job Description

The Finance & HR Administrator will be a key player on the financial team, leading the day to day accounting responsibilities while ensuring all financial information is properly recorded and documented according to Point Church, IRS and GAAP guidelines. This role will consist of processing contributions, payables and reporting for The Point Church.

Success in this role will be accurate and timely processing of contributions, payables and reporting needs while maintaining integrity and confidentiality throughout the process.

Primary Responsibilities

The Staff Accountant position at The Point Church encompasses the following areas of responsibility:

1. Manage and maintain the processing of financial activity by recording, analyzing and reconciling:
 - a. Contributions and other incoming funds
 - b. Accounts Payables
 - c. Account Analysis and Reconciliations
 - d. Reporting
2. Publish timely, accurate, and relevant financial statements
 - a. Establish a systematic and efficient month-end closing process, including oversight, review, and audit of bank reconciliations.
 - b. With assistance of CFO/CPA, develop the process and method of efficiently producing a reporting package consisting of an income statement, statement of cash flows, and balance sheet for monthly and annual publication and disbursement.
 - c. Ensure strength of account structure so that booked transactions are accurately reflected and system-generated reporting capabilities are leveraged to maintain data integrity.
 - d. Support budget and forecast activities with CFO.
3. Provide exceptional customer service to inquiries requested from internal and external sources. This includes:
 - a. Serving as primary point of contact for questions and inquiries presented by: other staff, congregation members, and vendor/service providers.
 - b. Exercising discernment, professionalism, and humility while working toward timely solutions.
 - c. Assisting Point Church staff with all accounting needs including explanation of procedures and financial results.
4. Assist in the compilation and maintaining of standard operating procedures (SOP).
 - a. Periodically review SOPs for relevance and effectiveness
 - b. Support other team members and Hope staff by explaining and use of proper SOPs

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- c. Lead projects, including continuous improvement initiatives, to further improve accuracy, timeliness and efficiencies
5. Assist in HR Processes
 - a. Ensure new staff are onboarded in accordance to policy and in a timely fashion
 - b. Work with supervisors to maintain proper payroll and benefits for Point Church staff members
 - c. Ensure off-boarding procedures are followed professionally and timely when staff leave the Point Church

Essential Requirements:

- Maintain exceptional information sensitivity and confidentiality
- Serve church staff by providing exceptional internal and external customer service by responding promptly to requests and providing helpful accounting guidance
- Effectively gather and analyze data, and provide summary of findings
- Adapt smoothly to changing work environment and manage competing demands
- Exceptional attention to detail, including reconciliations, analytical and problem solving skills
- Strong interpersonal communication skills, both written and verbal
- Ability to work well with people at all levels of the organization

Qualifications:

Minimum

- Accounting/related business degree or 2+ years of relevant accounting experience
- Proficient user of web-based applications for importing, exporting, and organization large amounts of data
- Experience with general ledger accounting, accounts payable, and accounting database software
- Proficient user of Microsoft Office, specifically advanced Excel skills

Preferred

- Experience in church or other non-profit accounting
- Experience with CCB or other church database platform
- Experience with Pushpay online giving platform
- Experience working with Quickbooks accounting software
- Experience with web-based corporate purchasing management systems

Other Responsibilities

1. Participate in the life of the church; i.e., Life Group, Core Group, Worship, giving of time, treasure (10% of income) and talent. These things are expected of every staff member and must be modeled.
2. Participate in all scheduled staff meetings and staff development times.
3. Continue honing of ministry skills.
4. Complete duties in a timely manner as set by supervisor.
5. Agree to and support *The Point Church Statement of Faith* as stated in the church *Bylaws*.
6. Agree to abide by *The Point Church Staff Policy Manual*.

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7. Abide by budget allocations.
8. Report monthly the status and health of assigned ministries
9. Spend time daily in prayer and study God's Word so that you can be in a position to lead others out of a growing relationship with Christ.
10. Other duties as assigned.

Other Skills

1. Ability to articulate his/her own faith and the foundational principles of Christianity.
2. Good knowledge of Scripture and the ability to communicate it.
3. Have love for people, some understanding of the culture of our community and the willingness to keep learning.
4. Ability to reach and disciple people for Jesus Christ not only in the church but in the community as well.
5. Ability to train and lead volunteers in team ministry.
6. Ability to do cross-cultural ministry.
7. Ability to work well with others.
8. Ability to maintain positive speech and attitude.
9. Ability to believe the best about others.
10. Ability to avoid gossip and to resolve conflict biblically (Matt 18:15-17).