

FCPC Job Posting: Financial Administrator

Church congregation is seeking a skilled and experienced bookkeeper for part-time position to provide accounting, payroll and bookkeeping services for Falls Church Presbyterian Church (FCPC). The Financial Administrator maintains accurate books on accounts payable, pledge payments, daily financial transactions, general ledger entries and reconciliations to ensure accurate creation of monthly balance sheet and income statements.

Duties & Responsibilities

- Process pledge receipts and other receipts. Maintain pledge records. Produce and distribute quarterly pledge statements and annual tax statements.
- Prepare and process bi-weekly bank deposits following security procedures.
- Process staff payrolls using the online payroll system, including the processing of related deductions, taxes, and benefits.
- Administer employee benefits programs, including insurance and retirement.
- Manage the Time & Attendance module for all church personnel.
- Record all bills and expense transactions to the appropriate expense account.
- Pay all approved bills and monitor the status of bank accounts on a timely basis.
- Manage church staff credit card accounts; allocate costs to appropriate expense accounts.
- Monitor adherence to financial policies and procedures.
- Prepare monthly financial statements.
- Attend monthly Finance Team meetings as a non-voting member.
- Maintain and process insurance records.
- Assist in preparation of the annual church budget.
- Assist in annual financial review as necessary.
- Work with Personnel Team and Office Manager to administer onboarding (or separation) forms, including payroll and withholding.
- Maintain the safety and security of all FCPC financial resources and records.
- Recommend new processes and efficiencies to the Finance Team as needed.
- Other duties and responsibilities as assigned.

Desired Qualifications

- Knowledge of GAAP and fund accounting principles.
- Working knowledge of Automated Church Systems (ACS) software or equivalent.
- Demonstrated use of discretion and confidentiality; ability to effectively handle sensitive financial matters.

- Ability to work with church staff, leadership, and volunteers.
- Excellent communication skills.
- Competency in operating office equipment (copiers, printers, fax machines, etc.)

Education & Experience

- Associate degree in business or accounting preferred. High school diploma required.
- Previous experience in accounting, payroll and bookkeeping preferred.
- Experience with and understanding of overall roles, responsibilities, functions and facilities of a church.
- Computer literacy in Microsoft Excel, Word, Outlook and related applications.

Position Classification

The position of Financial Administrator is a salaried, non-exempt, part-time position, 14-16 hours per week. It is eligible for prorated vacation and sick leave. Work is performed onsite primarily; some hours permitted offsite.

Reporting

The Financial Administrator reports to the Senior Pastor as Head of Staff with administrative oversight by the Session (the church's governing body) through the Personnel Team. The Financial Administrator works directly with and takes policy direction from the Finance Team, which acts on behalf of the Session. The Financial Administrator works collegially with the entire staff and congregation.

Compensation & Benefits

This is a part-time, salaried position averaging 16 hours per week. Salary is equivalent to \$28-32/hr depending upon qualifications and experience. Benefits include paid time off and allowance for continuing education.

How to Apply

Applicants should send a resume and cover letter to fcpc24fa@gmail.com. We will consider applications as they are received. The complete job description for this position may be found at (link to PD).

FCPC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

About Falls Church Presbyterian Church (FCPC)

We believe we are called “to gather those who fear they are not enough so we may experience grace, wholeness and renewal as God’s beloved.” We try to live this out in our ministries, programs, worship services and in our very lives.

At FCPC, we believe that God has called us to an alternative, counter-cultural way of being together: sharing God’s love, acceptance and hope through concrete acts of love and service to those who most need to experience it. We sometimes say that we are a place for recovering perfectionists, so we constantly remind ourselves that the good news of Jesus Christ is that we don’t need to do or be more, but through the astounding grace of God, we are already enough. We welcome all to membership, participation and service and we are a member of the Covenant Network of Presbyterians who work to encourage and engage LGBTQ+ people in the work of the church.

Located on the main street of Falls Church, VA, our lovely stone edifice is a landmark on Broad Street. The original building dates to 1884 and has been artfully expanded several times. We are a mid-sized church of approximately 300 members and host two services each Sunday, with both in-person and online streaming. Our members are broadly resident throughout the City of Falls Church and the broader Fairfax and Arlington county areas of Northern Virginia.