

Job Overview

The Financial Technician provides timely processing of financial data, accounts payable invoices and encumbrances, accounts receivable billing and posting and other financial transactions. Additionally, the Technician assists with administrative responsibilities and office management.

Core Responsibilities

The information below is intended to describe the general nature and scope of work. It is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- General bookkeeping and accounting
- Review and pay bills
- Manage billpayer software
- Manage Quickbooks for all users
- Manage voucher system
- Manage payroll and any Board of Pensions systems and new programs
- Monthly reporting to ministries
- Collaborate with Treasurer to manage and reconcile banking, payment concerns, and cash management in all bank accounts and investment donation fund
- Collaborate with Trustees regarding withdrawals and investment account concerns
- Manage stock based investment donations
- Compile and annually report contribution statements and financial reports for ministries
- Prepare documentation for an annual worker's compensation audit
- Annual update of salaries in Paychex and Board of Pensions
- Prepare all 1099s for any independent contractor
- Work with the Clerk of Session on various reporting requirements annually for NCP (per capita, etc.)
- Assist with pledge campaign

Knowledge of

- Principles and practices of financial accounting.
- Methods, practices and terminology of financial record keeping.
- Applicable federal, state, and local laws, regulations and reporting requirements.
- Automated financial systems and applications related to accounting, financial control, and auditing functions.

- Principles and practices of planning, accounting, and fiscal control applicable to financial operations.
- Federal, and state regulations, policies, and procedures applicable to the area of assignment.

Education

- Equivalent to an Associate's degree or higher from an accredited college with major coursework in accounting, bookkeeping, or a related field.

Experience

- Five years of responsible financial or bookkeeping experience

Additional Duties and Responsibilities

- Provide additional support for the Church administrator and office staff