



Financial
Administrator
Job Description

This position is a paid position.

Purpose of Position

The Financial Administrator is responsible for the financial health of Shepherd's Heart Fellowship and Shepherd's Heart Veteran's Home.. This person maintains an overview of the financial health of the church and ministries. The Administrator reports directly to the Rector / Ministry Director and works in coordination with Bookminders for the preparation of financial statements..

We estimate that the position will take 24-32 hours per week.

Responsibilities

1. The Financial Administrator works with Bookminders to manage day-to-day business activities. This includes.
 1. overseeing the payment of bills, and reimbursements,
 2. issuing of checks and other forms of disbursement. .
 3. Track and manage Petty Cash,.
2. Receive contributions and record in Donor Perfect
3. Deposit checks in bank.
4. Keeps financial records up to date with Bookminders so that reporting and balances are current.
5. Keep current on policies that affect church finances. The Financial Administrator should practice policies that align with local, state and federal laws covering nonprofit reporting standards and Generally Accepted Accounting Principles.
6. Prepare payroll by collecting timecards from hourly employees and submit payroll to ADP.
7. Review monthly bank statements.
8. Maintain up-to-date employee files, including review and signing of appropriate on-boarding paperwork.
9. Send out monthly invoices for VA billing.
10. Meets with auditors on site annually. Prepare for this meeting in consultation with Bookminders.

Expectations

1. The Financial Administrator is to have a relationship with Jesus Christ and is to be actively seeking a deeper relationship with Him. This belief should be lived out in such a way that it is obvious and real to those in the leadership of Shepherd's Heart and the church family.
2. The Financial Administrator is to be a team player of Shepherd's Heart Fellowship. The Financial Administrator will recognize that working with a team is essential to successful ministry. It is expected that he/she works closely with other staff members and volunteers.
3. The Financial Administrator will be disciplined and diligent with his/her time, keeping a balance between home and work.
4. The Financial Administrator is to spend time throughout the year developing his/her skills in ministry, developing his/her character, and sharpening his/her knowledge and understanding in ministering to people while fulfilling his/her role as Financial Administrator.
5. Professional review and development should occur through honest and ongoing feedback. Deliberate and meaningful conversations are expected periodically with the Rector / Ministry Director.

Requirements

1. Proven experience as a bookkeeper, financial and/or donations manager or relevant role.
2. Outstanding communication and interpersonal abilities.
3. Excellent organizational and leadership skills.
4. Familiarity with office management procedures and basic accounting principles.
5. Excellent knowledge of MS Office and familiarity with QuickBooks;
6. Knowledge of payroll software (e.g., ADP) is a must.
7. Familiarity with donor software (e.g., Donor Perfect) is a plus!
8. Aptitude for learning new software.
9. Associate degree or higher in accounting (preferred), finance, or related field or relevant experience.
10. Has and maintains a relationship with Jesus and is willing to operate in the love and gifts given by God.
11. Experience serving the poor and homeless and an understanding of the social, psychological and spiritual needs of this population is a plus.