

**Job Title – Financial Assistant
Year 2014-2015**

ACCOUNTABLE TO: Business Manager

PURPOSE: Support the stewardship of First Presbyterian Church by completing and documenting financial transactions. Accurate financial information enables the staff, session, and committees of the Church to go forward with projects that support Mission, Inclusion and Community.

GOALS

1. Understanding and fine tuning the financial portions of the Shelby system to enable timely responses to members, session and staff.

OVERSIGHT RESPONSIBILITIES: None

PRIMARY RESPONSIBILITIES

1. Retrieve, sort and open mail received daily.
2. Deposits and Cash flow (Daily, Weekly, Monthly)
 - a) Sunday Offerings
 - Sort checks by purpose and double count the cash.
 - Enter into the Contributions Module
 - Add new donors, purposes, projects, commemoratives and accounts as needed for deposits.
 - Make sure contributions are distributed per the donor's instructions.
 - Stamp checks and make out deposit slips.
 - Accept deposit into the General Fund through the Journal Entries option.
 - b) Miscellaneous Deposits
 - Follow same steps as Sunday offerings for mail, Hand in Hand, Wednesday Night Connect, Memorials and other miscellaneous donations.
 - c) E-giving deposits
 - Check e-giving site and download detail of contributions.
 - Make sure deposits show in General Fund Comerica Account.
 - Enter into Contributions Module as for Sunday Offerings.
 - Send copies of e-giving deposits to Hand In Hand and other project coordinators as funds are received for them.
 - d) ACH deposits
 - On or about the 14th of the month access the Comerica Business Connect and set up the monthly ACH deposit as designated by the donors.
 - Enter detail into the Contributions Module as for the Sunday Offerings.

Double check the Comerica General Fund account to make sure the Deposit is posted.

- e) Handle NSF checks as appropriate.
- f) Record bank charges, interest and other miscellaneous receipts into Shelby General Fund monthly.
- g) Reconcile Bank Accounts for all Funds monthly.
- h) Handle any deposits for First Foundation as needed.
- i) File all paperwork associated with deposits and reconciliations.

3. Disbursements and Payables

- a) Review invoice and check requests for approval. If needed give to appropriate staff person or committee member for approval.
- b) Enter invoices into the Accounts Payable Module and save for check issuing.
- c) Review invoices waiting to be paid and print checks. Attach appropriate documentation to checks for authorized check signed to review.
- d) Enter credit card charges into Accounts Payable as received from and approved by staff cardholders.
Reconcile to Credit card statements when received and set up for payment by following same procedure as general invoices above.
- e) File documentation and put checks in mail after they are signed.
- f) Print and send 1099's to outside contractors on an annual basis as required.

4. General Ledger

- a) Add and delete account numbers as necessary for General Fund and First Foundation.
- b) Update and record all recurring monthly Journal Entries.
- c) Record income, expense and value adjustments in First Foundation for Investments monthly. Record year end unrealized gains and losses.
- d) Record other miscellaneous Journal Entries as needed.
- e) Work with First Foundation committee member to compute income available for First Foundation Grants Annually from Investment income.

- f) Provide monthly and quarterly reports and project details to staff and committees as required or requested.

5. Payroll

- a) Maintain employee records on ADP by adding, deleting and updating information as received.
- b) Send Time Sheets to personnel monthly.
- c) Record monthly payroll time and amounts into ADP, review for errors and transmit.
- d) Check payroll reports when received for errors, put checks into envelopes and distribute to employees.
- e) Compute Employer portion of SSP tax by employee or department as necessary and post payroll details into the General Ledger via Journal Entry.
- f) Check Comerica General Fund account to make sure withdrawals for payroll balance to detail.
- g) Review Quarterly payroll information for accuracy when received from ADP.
- h) Send out W-2s to Employees after year end.

6. Inter-fund Activity

- a) Record approved grant activity between General Fund and First Foundation.
- b) Reconcile miscellaneous payables and receivables between funds monthly.

7. Budget and Financial Information

- a) Provide monthly financial information for finance committee and research questions and variances between budget and actual expenses.
- b) Record budget numbers into Shelby and provide to finance committee and Business Manager for review and adjustment.
- c) Prepare miscellaneous analyses of accounts, giving records, etc. as needed for Business Manager and Finance Committee.
- d) Record pledges into Shelby and send out Pledge Statements quarterly to members.

e) Supply commemoratives detail to Memorial Committee for Thank you letters.

8. Financial Audits

a) Supply information and work closely with outside CPAs annually to facilitate timely reports.

COMMITTEES

N/A

WIDER CHURCH

N/A

WIDER OR GLOBAL COMMUNITY

PROFESSIONAL GROWTH