

First Presbyterian Church

FINANCIAL ASISTANT JOB DESCRIPTION

Summary: Supports stewardship of the First Presbyterian Church by carrying out and documenting financial transactions for its funds: General, Skyline, First Foundation, Housing and Capital Campaign.

Work Model: Position is part-time (no more than 20 hours per week).

Accountable to: Business Manager

- 1) Accounts Receivable
 - a) Sunday Offering - Weekly
 - i) Record the Cash Receipts into the General Ledger (Shelby)
 - ii) Prepare the individual contributions for recording in the Contributions Module (Shelby)
 - b) Stock Certificates & Transfers – As Needed
 - i) If a paper certificate is presented, make sure the Certificate is properly endorsed
 - ii) Fill out Power of Attorney or Corporate Resolution Form and have endorsed
 - iii) Record the receipt of stock on Audit Schedule
 - iv) Photocopy and then take the originals to UBS to be sold
 - v) Receive confirmation from UBS
 - vi) Note on confirmation who it was from, what it is for, photocopy to Treasurer for Thank you letter to be sent to donor
 - vii) Record the Receipts into the General Ledger (Shelby)
 - viii) Record the individual contributions into the Contributions Module (Shelby)
 - c) Miscellaneous Deposits - Weekly
 - i) Record the Cash Receipts into the General Ledger (Shelby)
 - ii) Record NSF checks and return to donor or redeposit
 - d) Cash Management - Weekly
 - i) Review fund balances and transfer money as required using Webbanking
 - ii) Record the interest in general Ledger (Shelby)
 - iii) Maintain EFT donation records. Through Comerica's Webbanking, members sign up to automatically transfer donations from their checking/savings account directly to the church checking on a monthly basis. Each month the transaction is reviewed and set up to occur. Donations are then posted to the member's contribution record.
 - iv) Maintain records for credit card donations/payments. This is a member initiated option to donate/pay the church. Through the E-giving link on our website, a number of options are available for a member to contribute/pay money. The General fund, Deacons and Rejoice & Renew are always available and other options are added periodically (VBS, conferences, etc.). These payments are then posted to contribution statements or other areas as designated.
 - e) Invoicing – Monthly
 - i) Send invoice to the various funds for any money that might be owed to another fund; i.e.: General Fund cuts the payroll checks, First Foundation and Skyline reimburses it. General Fund supplies the postage; Skyline reimburses it. General Fund collects all the contributions, then disperses it to the various funds. Etc.
- 2) Accounts Payable – Weekly
 - a) Distribute all invoices received to appropriate Pastor, Director or Committee Chair for approval
 - b) Receive approved invoices for payment, verify budget account number and grant funds if applicable
 - c) Data entry invoices into Shelby Financial System
 - d) Print and mail checks
 - e) File check stubs and invoices
- 3) Payroll – Monthly
 - a) Receive New Hire Packets and record New Hire into ADP Payroll System
 - b) Record any changes to the employee's record; i.e.: Hourly/Salary Rate, Tax Information, Addresses, Deductions, Direct Deposits and Terminations.
 - c) Receive and record Time Sheets; review edit sheet for errors
 - d) Transmit Payroll Changes file to ADP on line
 - e) Receive and review payroll analysis reports

- f) Prepare Payroll Summary
 - g) Record the Payroll into the General Ledger (Shelby)
 - h) Distribute Checks
 - i) Quarterly Payroll Tax Filing Review
 - j) W-2, 1099 MISC and 1099-INT (Housing Fund Loans) Reconciliation, Preparation, Distribution and Tax Form Filings with appropriate taxing authority
- 4) Human Resources
 - a) Housing Fund Loan Liaison
 - 5) General Ledger
 - a) Set Up and Maintain Account Numbers
 - b) Journal Entries
 - i) Record all journal entries on audit schedules; i.e.: Transactions, Adjusting and Recurring
 - ii) Data Entry into Shelby System
 - c) Review of all Revenue and Expense Accounts
 - d) Budget Variation Explanations if known, to Financial Planning Committee and Treasurer
 - e) Bank Reconciliation's to the General Ledger
 - f) Paine Webber, Merrill Lynch, etc. Broker Statements reconciled to the General Ledger
 - g) Distribute General Ledger Detail of expense accounts compared to Budget, to the appropriate Pastor, Director or Committee Chair for reconciliation with their records
 - 6) Financial Statements - Monthly
 - a) Reconciliation, preparation, distribution of the Balance Sheet and Budgeted Income Statements for all funds
 - b) Preparation of the Consolidated Financial Statements for the Annual Report for each fund
 - c) First Foundation reconciliation to broker statements. Prepare journal entries and post. Provide reports to chairperson of committee.
 - d) Rejoice and Renew – reconcile bank statements and prepare journal entries. Provide reports to chairperson of committee.
 - e) Prepare reports for Financial Planning Committee meeting
 - 7) Stewardship – Annual
 - a) Record Pledges into Shelby Contributions Module
 - b) Reporting and updating weekly to Committee Chair, Treasurer, and Pastor(s)
 - c) Assign envelopes for adults and children and record envelope number to individual record into Shelby Contributions Module
 - d) Mail Quarterly Statement of Pledges and contributions (adults and children) (monthly during 4th quarter)
 - 8) Budget - Annual
 - a) Record into Shelby Financial System
 - b) Payroll Wage Increase Spreadsheet (three-month and nine-month breakdowns) for Staff Relations Committee
 - c) Forecasting (Calendarizing) Revenue & Expenses
 - d) Summarizing for Annual Congregational Meeting
 - e) Reporting continual until Stewardship Campaign is completed and have recorded final Pledge Amount in Shelby Financial Systems
 - 9) Audit – Annual
 - a) Workers' Comp for insurance company
 - b) Audit Firm
 - i) Audit Schedules
 - 10) Computer – As Needed
 - a) Set Up and Maintain Shelby Financial Systems
 - b) Set Up and Maintain ADP Payroll Systems
 - 11) Train a colleague to perform essential tasks as a backup.

Updated: 4/26/2010