

Business Administrator/Bookkeeper

Brief Description: The Business Administrator/Bookkeeper is a member of the Senior Pastor's six person staff serving a 360 member Presbyterian Church. This role will be responsible for keeping the financial books and administering to the various business of First Presbyterian Church of Dearborn, MI

Salary: \$40,000-48,000 (depending on experience level)

Benefits: Health and dental insurance, paid time off

Hours: Full Time (40 hours a week salaried)

Reporting: the Business Administrator will report to the Senior Pastor and secondarily to the Finance Committee of the Church.

Responsibilities:

- Purchasing for Church needs and outside contractors and vendors
- Payroll preparation and submission to Paychex
- Preparation of materials for annual membership pledge campaign and receiving completed pledges for annual budget process
- Receipt and management of member/attender pledges and donor gifts
- Preparation of quarterly and annual donor statements
- Managing accounts payable, accounts receivable, and annual budget preparation
- Filing quarterly payroll taxes
- Completing monthly account reconciliations
- Preparing monthly and annual financial statements
- Coordinating with outside accounting firm for annual review
- Managing key access to the building including issuing digital key cards for one time or long term use via key card agreements and required deposits
- Working with the Clerk of Session (Elder board) to prepare and file annual attendance and membership reports to the denomination
- Supervision of full time custodial position
- Unlocking rooms as necessary for groups using the building during office hours
- Oversight and maintenance of office supplies, office equipment/machines, and postage meter
- Work with Senior Pastor and Personnel Committee to update and distribute the personnel manual as well as ensure personnel policies and procedures for new employees are properly administered
- Keep records of employee vacation requests approved by the Senior Pastor
- Maintain Church's insurance policy and relationship with insurance provider including making regular policy payments, making claims, interfacing with insurance agent, and other duties that may arise in regards to our insurance policy
- Keep records of volunteer and staff background check release forms
- Schedule service calls
- Other duties as assigned by the Senior Pastor or Finance Committee

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Qualifications:

At least 5 years bookkeeping experience including preparation of monthly and annual financial statements as well as account reconciliations. Experience using accounting software such as Quickbooks or ACS as well as not-for-profit or 501 (c)(3) financial reporting experience is preferred. An Associates or Bachelor's degree in accounting or business administration is a plus. Strict confidential character is required due to the sensitive nature of handling donations and fulfilling requests of donors.

To Apply: Send your resume to Rev. Chris Thomas at christhomas@firstpresdearborn.org