



Fearless Family of Churches

Cultivate | Ridge Point | Third Coast

Following **Jesus** and Fearlessly Making Him Known

Position Description

Title: Finance Coordinator

Salary Level: VII

Leadership Development: Team Leader

Reports to: The Finance Coordinator will report to the Operations Pastor

Function: The Business Office consists of a team of two Finance Coordinators who coordinate finance in a multi-church environment; process accounts payable, contributions, and mission related financial items

Hours: avg. 30 hours, per week; non-exempt

Responsibilities:

Primary:

- Process ministry wide financial transactions that pass through the multi-church environment for AP, accounts receivable and GL transactions
- Process fiscal year end (June) and year end (December) reports
- Assist the Operations Pastor in managing and coordinating the annual audit process
- Be a resource for accounting questions regarding internal accounting policies and guidelines
- Prepare, process and file financial data and records
- Coordinate reporting and assist with ongoing compliance with external auditing standards and financial rules and regulations in our cash basis accounting systems
- Support the budget/financial planning process
- Process weekly contributions and mid-week deposits
- Lead the volunteer finance count team
- Assist in implementing and supporting staff in policies/procedures and spending practices
- Assist in maintaining church database (CCB) donor records
- Support staff in form creation and payments obtained through CCB
- Process financial tasks for ministries with financial emphasis (ex. Café Commons, Ren's Café, Church Planting Residency, and Missions) weekly and monthly
- Coordinate timely delivery of approved financial information for departments, including accounts payable, credit card reconciliations and contributions
- Prepare reporting for communications on financial matters to the faith community, staff, and/or management

As a staff we value:

- **Christ In You, Then Through You:**
Be transformed by who you are in Christ in a way that moves you to transform and bring health to your relationships and environments
- **Stronger Together:**
Become stronger together by forming authentic relationships founded on trust.
- **Live The Vision:**
To embody the Ridge Point DNA in a way that fosters a culture of Kingdom minded disciple makers
- **Pray Like It Depends On God:**
Constantly engage in effective prayer for the health and direction of the ministry and the advancement of the Kingdom.
- **Work Like It Depends On Us:**
Work in such a way that God would claim it as His own.
- **Pursue Innovation and Embrace Change:**
Thinking through new ideas and risking failure so that we are continually improving.

Experience:

- Preferred two years experience in accounting or bookkeeping
- Preferred experience in QuickBooks online
- Preferred experience processing financials for a non-profit
- Preferred proven ability to develop, lead, and motivate volunteer teams
- Member or willing to become a member of one of the Fearless Churches within 6 months of employment

Having reviewed this position description, I agree that it accurately reflects my new responsibilities and understand my next performance review will be based on the above criteria.

Signature _____ **Date** _____