

First Presbyterian Church
Jacksonville, IL

Position Description – Financial Assistant

Purpose

To maintain the record keeping of the financial affairs of the church, to maintain information about contributions, to prepare checks, balance all accounts, provide financial statements, and prepare and monitor budgets.

Accountability

The Financial Assistant is accountable to the Finance Committee and Treasurer for detailed direction, to the Pastor as head of staff, and to the Session Personnel Committee for general guidance in the performance of his/her responsibilities.

Responsibilities

1. To maintain the church financial records including:
deposits, posting, payroll, bill payments, reconciling bank statements, financial statements, Budgeting State & Federal Tax requirements & year-end reports to the congregation and General Assembly.
2. To provide assistance with Treasurer and Finance Committee for preparation of the budget and monthly financial reporting.
3. To provide oversight and execute necessary recording for the general ledger to the Financial Secretary and Assistant Financial Secretary for weekly receipts and deposits.
4. To work with the Treasurer and Assistant Treasurer to provide reporting and assistance to the Endowment Committee for the Church's Investments.
5. To provide assistance to the Stewardship Committee in relation to the annual financial Stewardship Campaign.
6. To provide assistance to the Interpretation & Stewardship committee regarding Wills and Bequests.

Relationships

1. To provide Secondary staff support to the Finance Committee.
2. To provide primary staff support to the Treasurer and Financial Secretaries.

Evaluation and Compensation

Performance reviews will be conducted annually by the Pastor and the Session Personnel Committee. The Session Personnel Committee will annually review the adequacy of compensation.

Requirements

Bachelor's Degree in Accounting or equivalent experience.

April 2019