

## **Financial Administrator (Part Time)**

### **First Congregational Church of Winter Park**

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First Congregational Church of Winter Park (FCCWP) is a community of people that abundantly, warmly, and genuinely welcomes all, regardless of religious tradition, sexual orientation, marital situation, financial or social status. FCCWP is a home for all who seek to explore and feed their spirit through who they are and what they do together.

Church staff/employees are not required to be members of FCCWP.

A background check and drug screen will be required upon hire.

The Financial Administrator is responsible for the financial operations of the church, including all daily accounting tasks, accounts receivable, accounts payable, in-house payroll processing, monthly reconciliation and financial statements. You will be responsible for working with each board to create their budgets and with the Church Treasurer to create the overall annual budget. The Administrator will work closely with the internal auditor on a monthly basis and with an annual auditor as needed.

#### **Required Qualifications**

- Minimum 2-year degree in accounting or a related field and two to three years' accounting experience in a non-profit organization **or** five to seven years of accounting experience with a non-profit organization.
- Strong understanding of budgets with ability to provide all boards with reports on a monthly and yearly basis. Will assist in preparation of yearly budgets.
- Experience with Monthly reconciliation of operating account, online account, Investment Restricted Checking, Investment Accounts (Foundation/Endowments), and Balance Sheets.
- Familiarity with month-end and yearly closings and what to look for.
- Experience performing in-house payroll processing, including setting up a new employee, processing bi-weekly payroll, and handling all government tax filings. Must have an understanding of year-end payroll forms for taxed employees and 1099 contract workers.
- Proficiency in Excel and Word, including spreadsheet formatting, standard financial formulas, charting, and data visualization.
- Experience using an Enterprise Resource Planning (ERP) system for financial processes (ACS is in use currently at FCCWP.)
- Embody the *Open & Affirming* theology of the First Congregational United Church of Christ.
- Ability to attend board meetings as needed for financial reporting and analysis.
- Ability to handle sensitive and confidential information with care and discretion.
- Must understand, comply with, and apply local, state, and federal financial regulatory compliance laws.

#### **Preferred Qualifications**

- Experience in Fund Accounting
- Experience providing financial oversight in the support of existing grants
- Experience with payment systems, e.g. Vanco, PayPal, Square, etc.

#### **Application Instructions**

- Please send cover letter and resume to Cheryl Wendt at [wendtcw2@gmail.com](mailto:wendtcw2@gmail.com).