CENTER POINTE
CHRISTIAN CHURCH

Position Title: Finance Coordinator

Department: Ministry Support

Reports to: Director of Ministry Support

Supervises: n/a

FLSA Status: Non-exempt, Hourly Part-time

Pastoral Status: Non-Pastoral

Weekly Hours: 15 hours/Week

JOB SUMMARY

The Finance Coordinator provides support to the Ministry Support Department by managing the accounts payable systems, budget process, and donor database. This position also provides clear communication and accurate reporting based on rigorous reconciliation, fixed asset tracking, and audit support. Dedication to maintaining high standards of financial integrity and organizational support is essential.

KEY DUTIES & RESPONSIBILITIES

Administrative Assistance

- Provide administrative assistance to the Director of Ministry Support, including filing of physical and digital items
- Monitor the finance@cpcc.church email and respond or forward to the appropriate staff member
- Prepare and send donation communication to CPCC mission partners

Financial

- Ensure adherence to financial policies and regulations
- Manage Amazon business account and Kroger Rewards, provide tax exemption help to staff
- Support the annual audit/review process by providing assistance to the outside auditors and ensures compliance with governmental entities, insurers, lenders and other entities as requested
- Complete monthly end reconciliations and submit to Director of Ministry Support for signoff
- Maintain Fixed Asset project files and compile for Journal Entries in Quickbooks
- Maintain accurate documentation of all financial transactions

Budgeting/Forecasting

- Distribute, collect, and consolidate operating and capital expenditure budgets
- Prepare congregational summary
- Enter budgets in general ledger for reporting of actual vs budget

Giving

- Assist finance team volunteers in weekly deposits
- Manage online transactions to ensure all transactions via giving portal are credited in giving database and subsequently deposited to bank account
- Send acknowledgement letters for stock/gift-in-kind giving
- Assist congregants in setting up online giving
- Send first time giver thank you letters on a weekly basis
- Complete giving database maintenance on a monthly basis

Financial Statements, Reporting & Analysis

- Monthly reports include: elders report, financial package to finance team, BvAs to ministry leaders
- Ad hoc reports and analysis as requested

Payables/Credit Cards

- Credit Card: help manage credit cards and limits, identify and troubleshoot issues, manage reimbursements, manage credit limits, and review all expense reports for accuracy.
- Bill Pay: Manage operations bill tracking, invoices, and payments. Ensure W-9s are on file for new vendors. Process Payment Request Forms.
- Manage outside events invoices and payments

Payroll/Benefits

- Work with HR to make changes to employee information in the payroll system

QUALIFICATIONS

Education/Experience

- High School diploma or equivalent
- Bachelor's degree in Business/Accounting preferred
- Experience in non-profit accounting preferred

Skills/Specialized Knowledge/Abilities

- Computer proficiency with Google Workspace in a Mac environment (preferred)
- Proficiency with Quickbooks, bill.com, Expensify, and Planning Center Online database (preferred)
- Working knowledge of business, finance and accounting. Strong mathematical aptitude.
- Critical thinker able to prioritize tasks
- Ability to work independently and retain information quickly
- Excellent written and verbal communication skills, able to set the tone for enforcing the rules of bookkeeping in a professional manner
- Exceptional organizational skills with the ability to excel at details, multi-task, and thrive in a deadline-driven environment
- Self-motivation, a professional demeanor, adaptability to change, and a "whatever it takes" attitude

Licenses/Registrations/Certificates

- n/a

WORK SCHEDULE

- **Weekdays:** Monday - Thursday in office, with flexibility approved by supervisor
- **Weekly Hours:** 15 hours per week

PHYSICAL REQUIREMENTS

Work Environment

- Most work is performed in a large, multi-level office, or church environment.

Physical Demands

- **Mobility:** The ability to walk, stand, and move freely throughout church facilities
- **Computer and Office Work:** Regular use of a computer keyboard, phone controls, and other standard office equipment, which requires manual dexterity, close vision, and the ability to sit for long periods
- **Lifting:** The occasional ability to lift and move items such other equipment/supplies, typically up to 25 pounds, but sometimes up to 50 pounds
- **Communication:** The regular need to talk and hear in various contexts, including leading volunteers, training sessions, meetings, and public speaking
- **Vision:** Specific vision abilities, including close vision, distance vision, and the ability to adjust focus.

SPIRITUAL REQUIREMENTS
As a Center Pointe staff member, the Finance Coordinator is expected to: be an actively contributing member of Center Pointe aligned with the beliefs in our Statement of Faith, reflect Christ in both words and actions and follow Christ as a role model in their personal life and ministry at Center Pointe, and to promote and demonstrate the Center Pointe Core Values and Staff Values as part of an ongoing lifestyle.

PERFORMANCE REVIEW
The Finance Coordinator will participate in a performance review process at least annually. Performance will be measured relative to staff and church values, as well as the job description and strategic objectives previously established.

EMPLOYMENT AT-WILL
All employees of Center Pointe are at-will, and as such, are free to resign at any time without reason. Center Pointe, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be construed as, a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended to and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Center Pointe has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

ACKNOWLEDGMENT
I have read and received a copy of my job description and at-will employment statement. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements above are intended to describe the general nature and level of work being performed by me and are not to be construed as an exhaustive list of responsibilities, duties, and skills required for this position. Therefore, I may perform other related tasks under the direction of my supervisor and/or the Team and Teaching Pastor.

This job description is not intended to be all-inclusive; the employee will also perform other reasonably related job duties.

_____
Employee Printed Name

_____ _____
Employee's Signature Date

_____
Supervisor Printed Name

_____ _____
Supervisor's Signature Date