



POSITION LISTING: FINANCIAL ADMINISTRATOR

Pay: \$30,000 per year

Part-Time: 24 hrs. per week

Benefits: Employee Health Insurance, Paid Vacation, Retirement Savings

RESPONSIBILITIES

The Financial Administrator is a vital staff member responsible for managing the fiscal operations of the church. Tasks include processing, recording, and reporting on a full range of financial activities. A qualified applicant will have relevant business experience demonstrating strong organizational skills and the ability to identify and maintain appropriate boundaries with time, energy, and attention. The Financial Administrator will regularly have contact with parishioners, guests, vendors, and coworkers through the course of their duties. Applicants should work well as part of a team. Experience with churches or other non-profit organizations is beneficial but not required.

Qualifications:

- Institutional experience in accounting, finance, and fiscal operations.
- Strong analytical and financial planning abilities.
- Expertise in financial reporting and budget analysis.
- Awareness and exercise of internal fiscal controls.
- Preferably an AS or BS degree in Accounting.
- Competency with Microsoft Office, with particular attention to Microsoft Excel.
- Ability to learn new programs, including ACS Realm Church Management Software.
- Ability to work independently.
- Attention to detail.
- Respectful of confidentiality.
- Helpful and considerate presence as one of five staff members.

Interested candidates are invited to send a cover letter and resume to Fr. Eric Hillegas, rector@stjohnyork.org.