



SUMMERVILLE Presbyterian Church

Share Christ, Serve Others, Grow Together in Faith

Summerville Presbyterian Church is seeking a P/T Financial Manager to fulfill the following responsibilities.

Maintain the church's bookkeeping and accounting procedures, including payroll, accounts payable, offering deposits, pledge records, memorial gifts, stock conversion, and tax filings for the church and staff; maintain all bank accounts and set up new employees.

This is a part-time position of up to 20 hours per week.

A college degree is preferred

A CPA is preferred

Bookkeeping experience is a must.

All inquiries and resumes should be sent to spcfinancialmanager@gmail.com.

Financial Manager
Summerville Presbyterian Church
Classification: Part-time (16-20 hours a week)

PURPOSE: The Financial Manager will provide financial and administrative services to the church and church staff.

ACCOUNTABILITY AND RELATIONSHIPS: The position will be under the direct supervision of the Pastor as Head of Staff. The Finance Manager will be accountable to the pastor and the Session and will work with the Finance Ministry Team.

RESPONSIBILITIES

Maintain the church bookkeeping and accounting procedures including: payroll, accounts payable, offering deposits, pledge records, memorial gifts, stock conversion, tax listing for the church and staff and maintain all bank accounts and set up new employees.

SPECIFIC DUTIES

- In the absence of Administrative Office Communications Coordinator, answer telephone, greet visitors and deal with mail.
- Count and post offering and designated gifts for the bank deposits. Make bank deposits.
- Review invoices, present for authorization and prepare all checks due and payable
- Gather information and assist in reconciling all bank accounts. Enter all financial information (receipts and disbursements) for all checking and savings accounts into the computer. Prepare financial reports for Finance Committee and support all ministry teams. Attend monthly Finance Ministry Team meetings. Prepare payroll information twice a month and send to payroll service. Check payroll service data for accuracy.
- Run all end of month reports and complete month end closures
- Run all year-end reports and close books for year-end. Prepare all year-end information to be stored. Set up new filing cabinet files for payables, offering receipts and income statements for the New Year. Prepare all offering envelopes for distribution. Verify all W2 and year-end forms are accurate and filed. Send contribution reports to members by 1/31/XX.
- Help with ordering supplies for ministry teams as needed.
- Provide congregational care with information to send acknowledgement letters for memorial gifts.
- Assist ministry team chairs with budget information and financial reports as requested.
- Help oversee office equipment and supplies
- Support elders and members with office needs
- Pay with credit card online and reconcile expenses

EDUCATION/EXPERIENCE

- College degree preferred
- CPA preferred
- Book-keeping experience required

PAID TIME OFF/VACATION

- Refer to the Personnel Policy for time off and vacation days

SUMMERVILLE PRESBYTERIAN CHURCH
407 South Laurel Street
Summerville, South Carolina 29483-5929
(843) 871-0280 Fax (843) 871-0300