

FINANCE ADMINISTRATOR DUTIES AND RESPONSIBILITIES

- Process bi-monthly payroll for the church and once a month payroll for the preschool. Church staff is salary except for the choir soprano and nursery workers. Email Matt Williams and Alan Reed prior to processing to get those amounts.

Preschool payroll is set up on a monthly salary, however, there is PTO tracking to review and substitutes to add. If PTO has been used, the daily rate deduction must be taken from the teacher's pay.

Record payroll in ACS.

- Post weekly deposit with documentation from Louise. Process daily Vanco deposits. I post deposits weekly.
- Pay invoices – I process payables weekly and place any printed checks in the Treasurer's mailbox for dual signature. They typically sign on Sunday's. The only paper checks I try to cut are for parishioners. Due to mail fraud I do not mail them but place them in the finance admin's mailbox and notify the person for pickup. Most checks are now being processed through online bill pay. We have positive pay and all check information must be entered through the First Citizen's website. Any positive pay alert must be reviewed and decided ASAP. I enter all auto draft invoices in ACS as well once they have cleared.
- Run preschool tuition and charges through Procare (first of the month or when requested by preschool director).
- End of each quarter, HSA deposits need to be made through HealthEquity. I process them prior to the last day of the quarter.
- Once a month the additional retirement withholding from payroll (Brad, Beth) needs to be paid to Fidelity.
- Parish Shop sales tax must be paid Quarterly – April, July, October and January.
- Sales tax receivable is processed bi-annually.
- Parochial Report is due annually at the end of February. See Peter for details.
- Reconcile all bank statements the first of the month. Review and report financials for church and preschool to the Treasurer and preschool liaison to the Finance Committee.
- Review and post credit card statements once received from Louise.
- All payables not listed as an SPO or with prior approval that do not fall within the purchasing guidelines must be escalated to the Treasurer for approval.

- Every other year background checks on preschool teachers, church staff and EYC volunteers. All new employees or volunteers must have background complete prior to start.
- Create for both preschool and church. Send budget templates to department heads for their request.
- Endowment journal entries and bank deposits from church's endowment gifts.
- Review and reconcile discretionary funds (quarterly).
- Annual Workman Comps audit
- Gather data requested and work with auditors annually.
- Manage employee HR related paperwork like updating personal records with CPG, healthcare enrollment or changes.