



St. John's Episcopal Church

1623 Carmel Rd. Charlotte, NC 28226
www.stje.org

Finance Administrator

St. John's Episcopal Church – Charlotte, NC

Position Type: 30 Hours a week

Compensation: Benefits Included

About St. John's

St. John's Episcopal Church is a welcoming, vibrant parish in Charlotte, North Carolina, committed to hospitality, spiritual growth, and meaningful connection within the church and the wider community. We are seeking a warm, organized, and creative individual to help us strengthen our welcome of newcomers and expand our communication and community engagement efforts.

Position Summary

To manage, direct and provide clear direction for the administrative functions of the Church in a professional manner that supports Saint John's Episcopal Church's and St. John's Preschool. These functions include, but are not limited to, Finance, Human Resources, Office Administration and Risk Management. This position reports to the Rector.

Responsibilities

- Business/Finance Management:
 - Monitor financial reports, budgets, payroll, membership contributions, accounts payable and receivable and stewardship functions.
 - Works with Treasurer and Finance Chair to develop and present the annual budget for Vestry and parish approval.
 - Consult with and advise the Rector on business and administrative matters that affect the parish.
 - Assists the endowment and planned giving programs.
 - Assist in the preparation of the Annual Report and the Church's Parochial Report.



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- Oversee investment, banking, billing, loan administration and payment procedures.
 - Annually review insurance policies to assure adequate Church coverage.
 - Monitor and communicate with various ministries regarding their designated funds.
 - Prepares the monthly financial statements and commentary for the Finance Committee and Vestry.
 - Supervises Finance and Administration Assistant.
- Human Resources:
 - Serve as a resource for personnel matters, including benefits, compensation, contracts, salary plans, wage and labor issues.
 - Assure that all procedures are in written form and followed by staff.
 - Knowledge of safety and ergonomics issues.
- Other Duties:
 - File quarterly sales tax for the Parish Shop
 - File semi annual sales tax refund request.
 - Pay quarterly Health Spending Account benefits.
 - Staff liaison for Preschool Committee.

Education and Work Experience:

- Bachelor's degree in Business Administration or a related field, with five (5) years of relevant work experience. Experience in supervision of staff and volunteers.
- Aptitude, knowledge and experience with computers and computer systems, along with all other office equipment.
- Must understand and agree with the Mission, Vision and Values of Saint John's Episcopal Church.
- Understanding of generally accepted accounting practices and reporting procedures as required within a non-profit setting. Basic Knowledge of accounting to oversee financial reporting for the Church.
- Understanding of payroll and benefits administration, current employment laws and environmental/OSHA regulations.
- Must be flexible, with the ability to communicate effectively and deal with a wide variety of people in a variety of settings.
- High degree of organizational skills, accuracy, ability to work independently and proven problem solving and troubleshooting abilities. The ability to "think outside the box" to resolve issues as they arise and comfortable with decision-making.



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How to Apply

Interested candidates are invited to submit via email, a resume and brief cover letter expressing their interest in the position and their relevant experience to:

The Rev. Peter Floyd

1623 Carmel Rd.

Charlotte, NC 20226

Email: peter@stje.org