

Finance Secretary

Reports To: Executive Pastor/Church Board/Finance Team
Direct Reports: None
Part Time Position: 20-25 Hours per Week

Context

Cornerstone Crystal is a gathering of people who desire to connect with Jesus and His community of faith. Our purpose as a faith community is to help people enter into and experience the good life Jesus promised. We do that through a simple strategy—Worship + 2:

- Gather to worship Jesus together (The Sunday Experience)
- Center our life rhythms around the Gospel (Missional Communities)
- Serve one another through love and encouragement in practical ways (Ministry Teams)

Job Purpose

To support the organizational vision and mission of Cornerstone through high integrity financial management.

Qualifications, Criteria, and Required Character Attributes

- Fully aligned with the message, mission and ministry strategy of Cornerstone Crystal
- Christian lifestyle that is in harmony with clear Biblical standards.
- Handle confidential matters with discretion
- Team player with positive, servant---motivated attitude.
- Agree to abide by all Cornerstone employee policies.
- Budget conscious
- Ability to administrate and prioritize varied workloads, executing appropriate judgment and confidentiality.
- Strong communication (written and oral) skills
- Continuous growth and development as it relates to Cornerstone’s financial accounting

- **Skills/Qualifications:** Accounting experience and understanding of contemporary bookkeeping; Knowledge of Church Tax Laws; Competency with Cornerstone’s management software; Microsoft Office Suite;

Financial Administrator Responsibilities

- **General Responsibilities**
- Generate financial reports as needed
- Prepare monthly reports for Cornerstone’s Finance Team
- Observe and check on budget use reporting to ministry areas
- Maintain Accounting and People products with PCO
- Attend weekly staff meetings
- Attend monthly Finance Team Meeting
- Other duties as assigned

Cash Receipts/Tithing

- Enter weekly cash receipts into Planning Center Online (PCO)
- Count tithing weekly with Church Treasurer/ Secretary or designated person and enter into Parishsoft
- Update and move tithing from Parishsoft to PCO
- Make journal entries to move funds
- Maintain and run statement reports for individual tithing
- Enter annual budget information into PCO

- **Accounts Payable**
- Maintain vendor files
- Code, enter and pay invoices
- Enter invoices and check requests as they come to make sure of timely payment
- Make journal entries per ministry areas
- Monitor Specifics accounts for ministry area's Do bi-weekly check runs and mail after they have been signed.
- Reconcile accounts with bank statements and Associate Pastor
- Send reports and bank statement information to Treasurer-monthly
- Enter annual budget information into PCO accounts payable system

- **Payroll**
- Run payroll checks and distribute before pay day
- Make updates and changes to employee statuses
- Maintain Vacation and sick leave for employees
- Make tax deposits in timely fashion
- File 941 (federal) and M-W 5 (state) reports quarterly
- Prepare W-2s annually
- Prepare 1099 forms and file with IRS and State of MN
- Maintain retirement and Health savings accounts