

# First Presbyterian Church of Houston

## Job Description

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Job Title: Finance Associate - Revenue

Status: Non-Exempt

Incumbent:

Department: Finance

Reports to: Director of Finance

Date: June 12, 2015

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### **Basic Function**

The Finance Associate is primarily responsible for revenue (contributions and other income) and to provide financial and administrative services for the Finance Department.

**Essential Duties and Responsibilities** including, but not limited to, the following. Other duties may be assigned.

- Responsible for weekly Offering Count and verification of Sunday offerings
- Scan checks into Shelby Teller, process and post to donor accounts, submit electronic deposit to bank and prepare physical deposit for Brinks pickup
- Ensures weekly offering bags are ready for ushers and placed in predetermined locations
- Send donor receipts and/or thank you letters for Memorial, Charitable Foundation or Stock donations
- Organize and maintain contribution file system
- Assist in quarterly statements and annual statements and mail to congregation
- Reconcile online credit card transactions and post to General Ledger
- Responsible for all credit card refunds
- Reconcile cash advances and prepares deposits for returned cash advances via Check Express
- Prepare monthly ACH file for KDO tuition and fees
- Perform the day-to-day processing of Accounts Receivable/Other Income transactions to ensure that finances are maintained in an effective, up-to-date and accurate manner
- Handling registrations for all departments and posting payments in Accounts Receivable
- Prepare deposits and coordinate the Brinks pickup
- Conduct research as requested, compile and prepare statistical reports as needed
- Assist with external audit as needed

**Coordinates with:**

**Internally:** Coordinates with and provides communication for Finance Director.

**Externally:** Coordinates with banks and members of the church.

**Accountabilities:**

- Assures timely preparation, integrity and accuracy of all deposits and reporting relating to revenue/income made for First Presbyterian Church.
- Assures integrity of confidential information.
- Maintains professionalism when dealing with staff, vendors and external contacts.

**Minimum Qualifications:**

- Preferred Bachelor's degree in a related field or equivalent experience with Accounting. Minimum High School graduate.
- Must have a basic concept and knowledge of the principles and beliefs of the church and be in agreement with them.
- Must have excellent interpersonal skills.
- Must have good organizational skills and be able to work on multiple projects at the same time.
- Must have the ability to prioritize and to be flexible.
- Must have the ability to present one's self professionally.
- Must have the ability to maintain confidentiality.

**Preferred Qualifications:**

- Experience in non-profit environment
- Experience in a church business office
- Strong computer skills
- Experience in Shelby and MS Office products

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.