



## EVANGELICAL PRESBYTERIAN CHURCH of ANNAPOLIS

### **EP Church Financial Administrator Position Description**

The Financial Administrator shall possess good managerial and communication skills, be proficient in bookkeeping, as well as QuickBooks Online, have a working knowledge of human resources, and be familiar with generally accepted accounting principles (GAAP). Applicants of all skill levels will be considered and on-the-job training will be provided as needed.

With these skills he/she will be responsible for the following:

- Assist and liaise with the Board of Deacons, the Treasurer, and the Executive Pastor in the execution and management of the church budget and funds established by the Session.
- Prepare financial reports and ensure their accuracy and timely availability to the Board of Deacons, account managers, the Treasurer, and the Session.
- Manage all financial responsibilities of the church to include:
  - Payroll: Paychex payroll system, benefit payments (health insurance, retirement, other insurance matters)
  - General Ledger: post income and expenses, ensure funds are attributed to their proper budget line item or specified funds
  - Account Management: receive and document all accounts payable to EP, and pay all church-related bills on a timely basis, and process reimbursement checks for church staff and others (as needed)
- Arrange for the annual review of the church records by a qualified CPA firm as directed by the Corporation and the Board of Deacons.
- Prepare and maintain personnel records for all church staff in accordance with church policy.

If you are interested in applying for this role, please contact Peter Polk, the Director of Finance and Operations, at [pbspolk@epannapolis.org](mailto:pbspolk@epannapolis.org) or call the EP Church Office at 410-266-8090.