



PRINCETON ALLIANCE CHURCH

Know God • Develop Community • Bring Hope

Financial Administrator

Gift Set: Administration, Communication, Helps

The Financial Administrator is a part-time, in-office, staff member of Princeton Alliance Church in Plainsboro, New Jersey. He or she is responsible for the maintenance of daily, weekly, and monthly fiscal and administrative duties as well as the spiritual and leadership development of finance volunteers.

The Finance Administrator is a member of the Operations Ministry Team under the direction of the Operations Team Leader. The Operations Ministry team maintains financial records including donor information for all ministries of Princeton Alliance Church. This team follows financial policies applicable to a 501(c)3 non-profit organization and is accountable to the Governing Board through the supervision of the Executive Pastor. Together, they embrace PAC's vision and mission of living life to the fullest in Jesus by knowing God, developing community, and bringing hope.

The Financial Administrator provides experience and expertise in the following areas:

❑ **Income and Expense Management**

- Oversee weekly process for income, financial reports, and bank deposits
- Provide budget reports to ministry leaders on a regular basis
- Ensure proper coding of purchase, reimbursement, and payment requests
- Provide bookkeeper with information needed for weekly and monthly processing
- Serve as first point of contact to donors for resolution of giving-related questions
- Communicate policy compliance issues to Operations Director as needed

❑ **Leadership & Spiritual Development**

- Intentionally build and strengthen relationships inside and outside of the church
- Identify and cultivate the spiritual growth and leadership potential in volunteers
- Develop and integrate new volunteers, providing foundational training, support, and encouragement
- Invest in what is healthy and reproducible in order to release, send, and multiply

❑ **Administration**

- Develop and oversee budget for office operations
- Review merchant account fees and make recommendations for change as needed
- Review commercial insurance packages and recommend changes as needed
- Assist with preparation of annual reports to the PAC congregation and the C&MA
- Oversee annual audit process with outside accounting firm
- Oversee and maintain equipment necessary to the execution of weekly processes
- Consistently evaluate all aspects of the finance ministry in collaboration with others

The ideal candidate has exceptional numeric and analytic capability and can thrive in a position that requires routine process and attention to details. Educational requirements include a bachelor's degree in Accounting or three years of equivalent non-profit experience. Must be fluent in MS Excel. Experience in Google Apps preferred. Experience in Blackbaud Financial Edge desired.

In addition to excellent communication and organizational skills, he or she possesses a/an:

- Vibrant personal relationship with Jesus
- Passion to champion the role of the local church
- Willingness to serve others in humility
- Commitment to professional and personal excellence
- Collaborative approach and a team mentality
- Ability to multitask and meet deadlines
- Creative spirit and a passion for innovation
- Track record for consistency and reliability
- Ability to “self-start” (i.e., recognize a need and initiate an appropriate response)
- Knack for resourceful problem solving

Along with his or her daily professional responsibilities, the Finance Administrator participates in weekly staff development activities such as staff prayer and a staff meeting facilitated by PAC’s Executive Pastor. The Financial Administrator is (or will become) involved in an active discipleship coaching relationship. He or she will become a member of PAC (within six months of employment). He or she will regularly attend PAC Sunday services once employed.

To apply, email cover letter, resume, and salary history to jobs@princetonalliance.org.