



FISCAL COORDINATOR– JOB DESCRIPTION

The Fiscal Coordinator is responsible for inputting and reconciling the financial affairs of the church as it relates to the church business operations. The Fiscal Coordinator works within general accounting principles and procedures. The work requires knowledge of the policies, procedures, and regulations for financial and administrative management.

Classification

Part-Time

Average Work Schedule

24 Hours/Week

FLSA Status

Nonexempt

Department

Administration

STATEMENT OF EXPECTATIONS

Salem Evangelical Church (SEC) expects all employees to comply with the responsibilities of their assigned position to the highest degree of performance by:

1. Adhering to the Church’s policies and supporting Management decisions and goals in a positive, professional manner;
2. Possessing a strong and growing personal commitment to Jesus;
3. Representing SEC with a high level of integrity and professionalism;
4. Demonstrating willingness to adapt to changing business needs and deadlines;
5. Possessing a work ethic that includes neatness and punctuality;
6. Exhibiting a professional, businesslike appearance and demeanor;
7. Demonstrating knowledge of and adherence to SEC’s equal employment opportunity (EEO) policy and practice by: treating all individuals with respect; displaying sensitivity for cultural differences; educating others on the value of diversity; promoting a work environment free of harassment of any type; contributing to the construction of a diverse workforce; and supporting affirmative action; and
8. Performing the essential functions of the **Fiscal Coordinator** safely, without endangering the health or safety of self or others; reporting unsafe or potentially unsafe conditions; complying with occupational safety and health standards and all rules, regulations and orders issued pursuant to the OSHA Act of 1970, which are applicable to one’s own actions and conduct.

ESSENTIAL FUNCTIONS

1. Oversee the receipt, deposit, and disbursement of church funds and coordinate the financial record system for the church. Maintain accuracy of financial files and records and ensures a responsible cash flow management system is operating.

2. Make purchases and process vendor invoices and purchases.
3. Prepare monthly, quarterly and annual financial reports to ministries and committees; income and expense information for the annual conference.
4. Post giving information to ELEXIO accounting from donor envelopes each week.
5. Prepare year-end tax information, such as 1099's, and donor statements.
6. Archive church, fiscal, and administrative records; maintain past and current records as directed by law.
7. Answer phones and field questions at the office reception area. Direct callers and inquiries to appropriate pastor or staff individual.
8. Check out vehicle and facility keys.
9. Type, develop, and process letters, memos, and other documentation.

ADDITIONAL RESPONSIBILITIES

1. Assist in other administrative duties as needed by the administrative staff.
2. Perform other duties as assigned.

INTERACTION AND ENVIRONMENT

Work areas are inside in a climate-controlled environment with light to moderate background noise.

Reports To: Senior Pastor

MATERIAL AND EQUIPMENT USED:

Computer	Fax Machine	Copier
Email	Telephone	Voicemail
Microsoft Office Suite	General Office Supplies	ELEXIO

PHYSICAL ACTIVITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

SEC complies with the Americans with Disabilities Act (ADA) and will strive to make reasonable accommodations in order to enable individuals with disabilities to perform the essential functions of their job. The expected physical demands of the position are described below.

1. This position requires the employee to spend approximately 75% of his or her time working at a desk; the balance of time (approximately 25%) is spent moving around work areas.
2. This position requires the employee to effectively communicate with coworkers, customers, and outside agencies, by telephone and in person.
3. This position requires the employee to effectively use a computer screen and interpret printed materials, memos and other appropriate paperwork.
4. This position may require the employee to transport, with or without assistance, up to 25 pounds of files and office supplies.
5. This position may require the employee to access files or stock supplies in low cabinets and shelves.
6. This position requires the employee to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies.

PROFICIENCIES

1. Strong written and oral communication skills; ability to communicate effectively and project a professional image when giving and taking information in writing, in person, and over the phone.
2. Must possess a strong working knowledge of accounting principles and practices.
3. Good interpersonal skills with the ability to effectively work with individuals and groups at all organization levels; ability to work independently and as part of a team.
4. Strong analytical ability with active listening skills.
5. Ability to:
 - Take initiative and prioritize tasks; excellent time-management, organizational, problem-prevention, and problem-solving skills
 - Work accurately with close attention to detail
 - Maintain confidentiality of sensitive information
 - Ability to study and apply new information

EDUCATION AND EXPERIENCE

1. Associates degree or higher in Accounting, Bookkeeping, or a related field, or equivalent work experience.
2. Four (4) years of work experience in bookkeeping, accounting, or a similar field.

ACKNOWLEDGEMENT

I have received and reviewed a copy of the **Fiscal Coordinator** job description. I understand that this job description is not a contract of employment and in no way changes the at-will nature of my employment relationship with SEC, under which either SEC or I can terminate the employment relationship at any time, with or without cause or notice.