

St. Paul's Episcopal Church
116 N. Academy Street
Murfreesboro, TN 37130
Website: stpaulsmboro.org
e-mail: rector@stpaulsmboro.org

Office Administrator/Financial Secretary

Reports to: Rector

Annual Review: Rector

Full-time, salaried

Pay/benefits commensurate with experience

References required

Purpose: Manage day-to-day financial operations of the church

Specific Responsibilities of this Position include:

- Reconciles bank statements for all accounts
- Processes accounts payable
- Processes credit card and ACH transactions
- Post deposits and receipts to general ledger
- Maintain individual parishioners' financial accounts
- Maintain church business records
- Works with the Treasurer as requested
- Prepares monthly financial reports
- Provides monthly expenditure reports for staff as requested

Requirements:

- Minimum of 5 years of experience managing financial operations
- A demonstrated knowledge of GAAP-(generally accepted accounting principles) is desired
- Basic understanding of the differences between cash basis and accrual basis accounting
- Basic understanding of the construction of the basic financial statements-income statement, balance sheet and cash flow statement
- The reasoning ability necessary to collect and analyze data, to define problems and to draw valid conclusions
- A basic knowledge of not-for-profit accounting
- Proficient using ACS, QuickBooks, Microsoft Office Excel and Word
- Perform other related duties as assigned
- Excellent organizational & interpersonal skills
- Ability to operate within a team-oriented environment
- Creativity, adaptability, and resourcefulness
- Confidentiality as directed by the Rector
- Criminal background check
- Not a member of St. Paul's Church