

# Financial Administrator

Passion Community Church | Decatur, IL

## Position Summary

The Financial Administrator is responsible for overseeing and managing all financial operations of Passion Community Church with integrity, accuracy, and professionalism. This role supports the church's mission by ensuring financial transparency, proper stewardship, and effective administrative processes.

## Key Responsibilities

### Financial Management & Recordkeeping

- Maintain accurate financial records, including giving, deposits, and general ledger entries
- Process accounts payable and ensure timely and accurate payments
- Reconcile bank, credit card, and investment accounts monthly
- Prepare weekly giving reports and monthly financial statements
- Maintain donor confidentiality at all times

### Budgeting & Reporting

- Assist in the preparation and management of the annual budget
- Provide financial reports to leadership and Board of Elders
- Prepare annual giving statements and support annual financial presentations
- Complete required tax filings and ensure compliance

### Payroll & Benefits Administration

- Coordinate payroll through an external provider
- Manage staff retirement contributions and church matching

### Administrative & Operational Support

- Oversee financial processes for events, outreach programs, and merchandise sales
- Maintain insurance documentation and financial records
- Manage HR-related financial records with confidentiality
- Support church leadership in achieving overall mission and objectives

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## Qualifications & Skills

- Strong background in bookkeeping or accounting (church/nonprofit experience preferred)
- Proficiency in Microsoft Excel and Word; experience with church management software (e.g., Power Church) is a plus
- High attention to detail with strong organizational and time management skills
- Ability to manage multiple tasks, meet deadlines, and work independently
- Strong communication and analytical skills

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## Spiritual & Professional Expectations

- A committed follower of Jesus Christ with a growing faith
- Alignment with Passion Community Church's Statement of Faith
- Demonstrates professionalism, integrity, and Christ-like character
- Ability to work collaboratively within a ministry team

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## Position Details

- **Status:** Part-Time (20–25 hours/week, 3–4 days in office)
  - **Reports To:** Lead Pastor and Administrative Team
  - **Compensation:** Based on experience and qualifications
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