

**St. Ambrose Episcopal Church**

**Financial Secretary**

**Part-time**

**Overview:**

Responsible for parish administrative operations, including financials, church records management and office support. Duties will be completed in collaboration with the Rector, Treasurer, and church leadership.

**Key Attributes:**

The ideal candidate for this position will be a person of strong Christian faith, professional demeanor, flexible and able to respond to the needs of the church. S/he will be a self-starter with initiative, detail oriented, and work well with little or no supervision. S/he will help create a working environment where others feel welcome and valued. S/he will be responsible and trustworthy handling confidential information.

The ideal candidate will have the necessary technical/functional expertise to complete the job in a timely and accurate manner, with attention to detail, and have the ability to build and maintain collaborative relationships with all members of the congregation. A knowledge of Microsoft Word, Microsoft Excel, ADP Payroll and ACS (preferred experience or willingness to learn) is necessary. A bachelor's degree in accounting is desired, or equivalent paid experience of at least 3 years in accounting procedures and practices, handling payrolls and employee benefits, financial record keeping

**Work Experience:**

The ideal candidate for this position will have demonstrated work experience in the following areas:

- Knowledge of tax, insurance, payroll and accounting procedures and practices for a non-profit organization.
- Knowledge of Microsoft Office Suite and ADP Payroll.
- Prior experience utilizing ACS or similar church accounting software.
- Knowledge and performance of standard Church financial record keeping procedures.
- Knowledge of annual budget planning experience.
- Office administrator/support experience.

**Responsibilities:**

The following are the primary responsibilities:

- Oversee accounts receivable, accounts payable, and accounting procedures for offerings, donations, and deposits via checks and EFT.

- Maintain records of contributions, investments, tax data, project expenditures, insurance policies, church membership.
- Prepare payroll using ADP, and administer employee benefit programs.
- Reconcile bank statements.
- Enter and post journal entries, invoices, checks and deposits.
- Prepare and issue monthly reports for Vestry meeting and congregation.
- Maintain ACS member database; enter pledges and prepare status reports.
- Ensure all insurance policies and contracts are current and maintained.
- Work strategically with Jr./Sr. Wardens and Sexton to ensure clean and well-functioning facilities and property.
- Manage office equipment and inventory of office/janitorial supplies.
- Assist with preparation of Church annual budgets and Congregational Annual Meetings.
- Maintain the calendar for the Rector and church.
- Provide office support: retrieve and distribute postal mail, greet visitors, answer telephone, email correspondence.
- Communicate with the Diocese of North Carolina, auditor/accounting firm, and other external institutions about matters concerning parish financials and facilities/property.
- Review, schedule and renew all yearly Building and Property maintenance inspections.

Please submit Resumes and Professional Recommendations to the church at this e-mail address: [admin@stambroseraleigh.org](mailto:admin@stambroseraleigh.org).