



2110 Sheridan Blvd., Lincoln, NE
www.westminsterlincoln.org



Full-Time Senior Accountant/Business Manager Position Description

Our Mission

Westminster Presbyterian Church is an inclusive faith family, inspired by Jesus Christ, to call, nurture, and empower disciples.

Accountability

Accountable to the Senior Pastor / Head of Staff

Specific Duties

1. Attend weekly staff meetings
2. Criminal history review that indicates an absence of any behavior that would negatively impact performance in this position
3. Perform other duties as may be assigned by the Pastor/Head of Staff
4. Perform the duties as controller of Westminster Presbyterian Church and Foundation
5. This is an exempt position.

Financial Responsibilities:

Supervise records of receipt and disbursement of all church funds in accordance with generally accepted accounting principles for churches, the safekeeping of these funds within guidelines created by the Session and the annual budget and the timely reporting of all receipts and disbursements.

1. Receive, supervise counting and depositing all church offerings.
2. Post receipts and disbursement of all accounts according to the financial system.
3. Prepare and issue all checks in accordance with church policy.
4. Work and coordinate with the Budget Committee to prepare bank reconciliation statements monthly.
5. Prepare financial reports for various church boards monthly or as requested. Prepare financial state for Session monthly.
6. Supervise checking and saving accounts so as to provide maximum return on the church's assets commensurate with the church's need for cash.
7. Receive and answer queries concerning financial matters; maintain file of invoices, correspondence and reports.
8. Work with outside accountants in preparation of year-end financial statements.
9. Administer Gift Policy.
10. Build and maintain a revised financial system for church record-keeping.

Contributions:

1. Enter all pledge and contribution data to member records.

2. Post all weekly offerings to individual accounts.
3. Prepare and issue all quarterly statements for member pledge status.
4. Protect confidentiality of all member pledges and contributions.

Payroll/Personnel:

1. Prepare and issue payroll checks to staff members semi-monthly.
2. Make monthly tax deposits and prepare quarterly and annual government reports.
3. Prepare and issue all W-2 forms, 1099 and other payroll documents annually for church staff and Preschool.
4. Be the custodian of all payroll records and personnel files.
5. Act as administrator of the salary reduction agreements on behalf of the church for participating staff members.
6. Monitor staff benefits and professional development funds for staff members.
7. Maintain compliance with current labor laws.

Business Management:

1. Maintain oversight and administration of Preschool finances.
2. Maintain oversight of all special funds held in church accounts that are not part of the operating budget: i.e. Westminster Foundation, Presbyterian Women funds, The Deacon funds, Food Pantry, and all others.
3. Keep donor records for memorials given to the church and the Foundation and issue acknowledgment and tax receipt to the donors.
4. Maintain records for church insurance coverage.
5. Monitor budget compliance and notify staff, etc. of any budget overages.
6. Approve all proposed church office equipment in accordance with Office Manager and Head of Staff.
7. Secure background checks on all employees and volunteers annually as requested by staff members.
8. Facilitate budget process with all committees.
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Buildings and Grounds Support:

1. Advise Buildings and Grounds Committee regarding operation and maintenance of building equipment and grounds to see that it is well kept at all times.
2. Assist Buildings and Grounds Committee in its relationship with contractors and others in building, remodeling and maintaining of the church buildings. Supervise contractors and payment as needed.
3. Supervise all equipment and contact proper contractors for necessary repairs.
4. Supervise workers in the maintenance and repair of all physical properties. Establish and implement cleaning, painting and repairs with the Buildings and Grounds Committee.

5. Be knowledgeable concerning building systems and the plans for repair, refurbishment, or replacement, i.e. heating, air conditioning, water, electrical, etc.
6. Oversight and responsibility for the security system and calling tree.

RELATIONSHIPS:

Work in close cooperation with the Head of Staff and all other staff members. Assist the committees and boards in the preparation of the annual budget and the annual report. Serves as ex-officio member on Buildings and Grounds Committee, Budget and Finance Committee, Ministry of Stewardship and Westminster Foundation.

Flexible, pleasant, able to multi-task. Accessible to members. This position is a ministry of the church of Jesus Christ; care for members, integrity to Christ's mission, and ethical handling of church finances are expected.

Terms of Employment

1. Exempt, full-time position averaging 40 hours/wk.
2. Annual Salary: \$57,000 - \$62,000
3. Benefits: Optional Health Insurance Coverage (through PC(USA) Board of Pensions), Fidelity Retirement Savings (through PC(USA) Board of Pensions), and Paid Time Off accrual in accordance with Westminster Employee Handbook and Nebraska Healthy Families and Workplaces Act.
4. Successfully pass a criminal and financial history review that indicates an absence of any behavior that would negatively impact performance in this position.
5. Work in close cooperation with the Head of Staff and the Office Manager. A cooperative relationship with all staff and the congregation is important, while maintaining clarity and regarding accountability.
6. Performance review will be conducted at least annually by the Head of Staff. The Committee on Personnel and the Head of Staff will review the level of compensation on an annual basis.

If questions, please contact Joanne Gabriel, Westminster Office Manager, at 402-475-6702.