



Generation

CHURCH

Finance Coordinator

I. Purpose:

Assist GC Pastor by building financial administrative systems to support GC monetarily; connecting teams with financial resources, and tracking monetary income and expenses. As well as operational/administrative business support.

II. Experience and Knowledge Required:

- Bachelor's Degree
- 3+ years experience in accounting, bookkeeping and administration using Quickbooks
- Sound business judgment and integrity
- Detail-oriented, relentless accuracy
- Nonprofit & fund accounting
- Ability to multi-task
- Creative problem solving and implementation
- Exceptional organization and communication skills
- Ability to work with minimal supervision
- Excellent time management
- Intermediate to advanced level in Excel, Word and Google Drive
- Ability to handle confidential information
- Excellent interpersonal skills to interact with all levels of personal in a professional and confidential manner
- Exceptional work ethic and commitment to excellence
- General office management, data, documentation, etc.

III. Essential Functions and Responsibilities:

- Manage flow of information for purchasing, reporting and communication, with key team members and others
- Provide data in an organized format to key decision makers, as well as organize data and prepare for monthly, quarterly and annual review
- Budgeting & budget reporting
- Forecasting
- Payroll processing and Payroll Tax Returns
- Vetting employee benefits, insurance, tax exempt status, etc
- Oversee contribution processing through recruiting team members, leadership development
- Proactively anticipate cash requirements, assisting in forecasting needs for various seasons of ministry
- Ensure accurate reconciliation of accounts
- Offer strategic insight for technology trends in the accounting arena, implement new systems
- Maintain solid Donor Communication and support of congregation
- Act as internal liaison for various teams, connect teams with appropriately determined financial resources

- Prepare financial statements & reports for pastors and the BOD
- Facility management
- Calendar management and coordination with Pastor & staff

IV. Other Required Duties and Responsibilities:

- Meetings with senior Pastor for updates as requested
- Meetings with volunteer CFO as requested

V. Financial Manager possesses and exhibits the following core values in their daily lives:

- Love for God
 - Love for People
 - Honor all around: Pastors, staff, congregation, youth
 - Understand and embrace the vision and mission of Generation Church
 - Possess the heart of a servant and embody the culture of Generation Church
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