

Ventura Missionary Church

Finance Coordinator

Job Description

Job Title: Finance Coordinator

Reports To: Operations Director

Classification: Full-Time Non-Exempt Position

Job Description

The Finance Coordinator is responsible for managing the Ventura Missionary Church Corporation's finances which includes Ventura Missionary Church (VMC), School (VMS) and Preschool (VMPS). This involves all communication, documents, and reports that pertain to the finances.

Primary Responsibilities

This is a working list and may be adjusted at any time by the supervisor

- Process and document all donations (processing the weekly offerings)
- Payment processing
- Accounts payable
- Accounts receivable
- Check/Credit Card/Purchase Order requests
- Process expense reimbursement
- Develop and maintain financial reports
- Manage church cash flow
- Manage petty cash transactions
- Prepare and transport all bank deposits
- Self-auditing/balancing of accounts
- Prepare and respond to audits and audit requests
- Prepare financial statements for Treasurer and Administrative Council
- Complete required state and federal forms

Relationships

This position will report directly to the Operations Director and will work alongside the Ventura Missionary School Principal, Ventura Missionary Preschool Director, Ventura Missionary Church Treasurer, volunteers, other staff, ministry directors, and other boards as necessary.

Qualifications and Gifts

- Must be able to complete and pass employment background check
- Must possess a valid driver's license and have reliable transportation
- 2-4 years of experience in the field or in a related area
- Experience with general ledger functions and the month-end/year-end closing process

- Have a personal relationship with Jesus as Lord and Savior, believe that the Bible is God's Word and standard for faith and daily-living, and be a Christian role model in attitude, speech, and actions towards others
- Be committed to God's Biblical standards for sexual conduct
- Be or be willing to become a member of Ventura Missionary Church and agree with the Church's Statement of Faith
- Finance Coordinator's employment is subject to and conditioned upon a lifestyle consistent with that Statement of Faith. This position must have a philosophy of ministry that is aligned with Scripture, with our Statement of Faith, and with our Core Values and Vision. Gifts that are consistent with this role are: Administration, Serving, and Support.

Knowledge, Skills and Abilities:

- Thorough knowledge of basic accounting procedures and principles
- Excellent accounting software user and administration skills
- Knowledge of conducting work with an emphasis on safety and compliance
- Strong attention to detail and accuracy
- Advanced verbal and written communication skills
- Ability to effectively and professionally communicate in group settings
- Strong work ethic
- Problem-solving and conflict resolution techniques
- Operate in a team environment, often working cross-functionally with other teams

Selection Process

The Operations Director will supervise the selection process for this position, in collaboration with the HR Department.

Compensation

The compensation for this position will be \$29.61 - \$31.50 per hour determined by established salary ranges for Finance Coordinator, taking into consideration experience and education.

Hours

Monday through Friday; 40 hours per week.

Appraisal and Review

This position will receive a 90-day review and an annual review from the Operations Director. The reviews will be in written form, using a review document approved by the HR Department. Each review will (1) set budget and goals for the coming year, and (2) review performance and ministry objectives from previous year.