



**JOB TITLE:** Finance & HR Coordinator

**EMPLOYMENT STATUS:** Non-Exempt

**HOURS:** 16 hrs per week

**POSITION OVERVIEW:** The Finance & HR Coordinator is responsible for coordinating the financial and human resources operations of City Life Church. This role ensures the effective management of financial reporting, compliance, employee benefits, and general administrative processes to support the church's mission and operations. A significant part of this role is performing bookkeeping duties for City Life Church on a monthly basis.

**WHY THIS ROLE MATTERS:** As stewards of a growing church that Jesus is building, leadership is responsible for the wise and proper management of God's resources. The finances at City Life Church are to be handled with excellence, attention, integrity and care in order to steward the vision of the church. Likewise, proper staffing and HR protocols are needed to manage the people resources of City Life Church in alignment with the church's mission.

**REPORTS TO:** Executive Pastor

**SUPERVISORY RESPONSIBILITY:** Manages the areas of finances and human resources

**MINIMUM QUALIFICATIONS & EDUCATION:** This position requires a minimum of 3 years experience in a ministry leadership capacity. Possession of a Bachelor's Degree is preferred, especially within the area of business management, finance, or human resources. The successful individual will have a strong grasp of proper accounting procedures and human resources policies. Proficiency and experience in financial administration, bookkeeping, compliance, and general HR related activities is a must.

***Knowledge, Skills, and Abilities:***

1. Mature Christian with a servant's heart and a member of City Life Church.
2. Computer proficiency of all CLC tech software platforms including Slack, Asana, MailChimp, G-Suite, Planning Center, and desktop publishing tools
3. Ability to proactively identify problems in discipleship/spiritual formation processes and recommend solutions; oversee the yearly launch initiatives of discipleship pathway courses and 1-on-1 discipleship
4. Communicate clearly and concisely, both orally and in writing
5. Ability to work independently, be self-motivated, well organized, assess priorities, and be flexible
6. Ability to work under critical deadlines - weekly, monthly, quarterly and annual
7. Work cooperatively and effectively with others including the pastors, directors, office staff, volunteers and congregation
8. Proven experience in finance, accounting, or HR management, preferably in a nonprofit
9. or church setting.
10. Familiarity with accounting software and HR systems.
11. Strong organizational skills with an ability to manage multiple tasks and meet deadlines.
12. Knowledge of legal and tax requirements for nonprofit organizations is a plus.
13. Excellent interpersonal and communication skills.



## **COMPETENCIES**

- Attention to Detail: Ensures accuracy in all financial and HR processes.
- Confidentiality: Maintains the highest level of discretion with sensitive information.
- Problem-Solving: Proactively identifies and resolves operational challenges.
- Collaboration: Works effectively with staff, leadership, and external partners.
- Excellence: Demonstrates a commitment to high standards in all areas of responsibility.

## **RESPONSIBILITIES**

### **Financial Management**

- Posts weekly offerings
- Ensures dual custody procedures are followed in all things related to finance
- Maintain and review expense reports, including managing business cards issued to staff.
- Arranges the safe weekly bank deposits are made
- Pays bills (online and manually)
- Reconciles bank accounts; itemizes statements
- Process stock donations and cash them out in a timely manner.
- Close accounting books monthly and conduct periodic accounting reviews with third-party reviewers or auditors.
- Prepare and present financial reports, including donation summaries and expense tracking, to leadership.
- Manage the filing of legal, financial, and tax documents to ensure compliance with applicable laws and regulations.
- Maintains legal filings; country, state, and federal
- Uploads receipts into Drive for confidential record-keeping
- Processes stock donations in a timely manner
- Manages and submits payroll for employees, contractors, and stipends
- Sends donations to missionaries and churches and other organizations
- Reviews, oversees, and balances all of City Life Church's credit card statements and matters
- Prepare and mail contribution letters for tax purposes
- Assists Executive Pastor in creating and implementing financial policies and procedures
- Assists in communications related to church finances including annual report
- Issues 1099's in accordance with IRS procedure

### **HR Management**

- Develop, manage, and process payroll every month
- Create payroll and PTO calendars
- Assist proper record keeping of all PTO for employees.
- Oversee onboarding and offboarding processes for employees, ensuring smooth transitions.
- Provide support to staff, pastors, and directors regarding HR policies, benefits, and related inquiries.
- Manage employee benefits, including PTO, insurance, and 403(b) contributions, ensuring timely administration and payouts.



- Take an active role in helping implement policies that ensure the proper HR protocol for our organization. This involves updating our employee handbook as well.
- Interface with representatives from our benefits companies on employee related matters.
- The upkeep of all personnel files within the organization, along with becoming our custodian of records for our childcare workers
- Running periodic background checks on employees, along with completing the necessary paperwork for incoming and outgoing employees within the organization
- Assists in editing the employee handbook and other documents
- Active liaison with our HR consultant group

#### **ACCOUNTABILITIES**

- Meets weekly with the Executive Pastor to provide updates and align on priorities.
- Provides reports and metrics on the advancement of discipleship to the Executive Pastor and pastoral team
- Attends weekly staff meetings & leadership development trainings
- Answer questions and provide guidance on financial and HR matters as needed.
- Performs temporary duties as assigned by the Executive Pastor
- Assists pastoral team during weekend services or when needed
- Is dressed for success and builds strong relationships with their team and those pursuing spiritual growth at City Life Church.

**WAGE:** (hourly tbd)

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