

Information: Finance Administrator Position Description 2006

Title: Finance Administrator

Purpose: To prepare and maintain accounting records which include general accounting, costing, and budget data. Examines, analyzes and interprets accounting records for the purpose of giving advice or preparing statements.

Accountability: The Finance Administrator is accountable to the Executive Presbyter.

Responsibilities:

- All accounting transactions of the Presbytery including state and government reporting.
- Monitor operation and mission income and expenses; notify moderators and Executive Presbyter of variances.
- Maintain financial files and records of Presbytery and related entities as appropriate.
- Provide a resource for church Treasurers on software, taxes and general accounting procedures.
- Complete financial reviews of churches as requested.
- Work with committee and sub-committee moderators to provide understandable financial leadership for their work.
- Serve on the Finance & Corporate Affairs sub-committee supporting their work as well as taking a leadership role when appropriate
- Provide CPIP insurance resources for the Presbytery and congregations.
- Contribute appropriate financial information to be communicated to the members of the Presbytery.
- Consult with NPSP Treasurer to create the financial reports for Council and the Presbytery.

Evaluation

Annual reviews will be held with the Executive Presbyter to discuss accomplishments, concerns, and goals. The Executive Presbyter will report the results of the review to the NPSP Personnel Sub-committee.

Term

The Finance Administrator position is a regular part-time non-exempt position, subject to annual reviews.