



Apostles Raleigh

Financial Administrator

Job Title: Financial Administrator

Position Status: Part-time (15-20 hours per week with 8 of those hours in-office)

Reports to: Director of Operations

Church of the Apostles is a community following Jesus and seeking renewal in Raleigh. We live out this vision through a "rhythm of life" centered on deep prayer, rich community, extravagant hospitality, and gospel partnership. Affiliated with the global Anglican church through the Diocese of the Carolinas and the Anglican Church in North America, we are committed to serving as a hub of spiritual, relational and cultural renewal, offering a foretaste of God's Kingdom, where all things will be made new.

Position Description:

The Financial Administrator is responsible for managing all matters related to the church's finances and serving the pastoral staff in fulfilling the church's mission objectives. The Financial Administrator also serves as staff liaison with the Finance Committee.

Core Responsibilities:

- Liaise with the Treasurer and Finance Committee, as well as Bay Business, to provide oversight and direction to the church's financial operations, including contributions, insurance, banking, payroll, and budget development (including building maintenance and fixed asset budgets).
- Oversee the monthly department budgets, equipping church staff with necessary information to track and manage their spending.
- Oversee the count team of volunteers, including recruiting and training members, finding substitutes for counters, and providing oversight for counting protocols.
- Oversee the annual church budget process including communication between staff, the Finance Committee, Treasurer, and Leadership Council.
- Oversee the church's financial software accounts including Ramp (for expenses and bill pay) and Gusto (for payroll).
- Approve check requests and reimbursements alongside the Treasurer.
- Review and identify financial or budget gaps in monthly reporting provided by Bay Business to ensure accuracy and progress to budget. Update the Treasurer with a summary recap of monthly reporting.

- Lead monthly reviews with Bay Business to review and align on journal entries to General Ledger and relevant financial reports, ensuring accuracy, timeliness, and conformance to GAAP by Bay Business.
- Liaise with Bay Business to assure all contributions are processed, deposited and credited to contributors' accounts with accurate purpose codes.
- Provide detailed listing of all tax-deductible contributions to contributors on a quarterly basis & answer any questions of contributors concerning his/her contributions.
- Annually review and maintain a chart of accounts to allow adequate financial planning and control by Bay Business.
- Assure all bills are paid in accordance with terms of sale, vendor invoices are tracked electronically, and vendor data is up-to-date.
- Manage and maintain Ramp and internal electronic tracking or folder repositories for all vendor data and bill payment (including auto-payment listing and vendor management listing).
- Train church staff in monthly Ramp card expectations, and assure all Ramp transactions and reimbursements are in compliance with monthly expectations (ie: reconciliation of transactions and charged to proper account).
- In coordination with Bay Business, assure sales tax paid to vendors is recovered from the NC Dept. of Revenue.
- Assure payroll is processed accurately, amounts withheld from employees are sent to proper authorities, and all tax forms are completed accurately and submitted on time (note: we use an outside vendor for this, so it is mainly an oversight responsibility).
- Assure 403(b) payments by employer and employees are credited properly and paid to plan administrator.
- Oversee and administer staff benefit plans such as health insurance, dental insurance, clergy housing allowance, and flexible spending accounts using Employee Navigator.
- Assist the Treasurer in maintaining adequate insurance through leading annual reviews on risk, controls, and costs associated with insurance. Handle any claims directly with agents and insurance companies.
- Allocate portions of monthly non-designated contributions to Outreach/Missions causes, and our diocese.
- Provide financial analysis for, and answer all financial questions from staff and ministry leaders.
- Maintain banking relationship(s) alongside the Treasurer.
- Schedule monthly Finance Committee meetings and help the Treasurer lead the meeting agendas and discussions.

- Assist the Treasurer and Director of Operations in preparing an annual budget for review by the Finance Committee & approval by the Leadership Council.
- Provide data to the Treasurer at least quarterly, in order for the Treasurer to be able to communicate with the church membership on the financial status of the church.
- Keep up-to-date on Planning Center's finance features.
- Secure third-party review of books on an annual basis per church bylaws.

Evaluation & Compensation

The Financial Administrator reports to the Director of Operations, who will provide an annual performance review for this position. Compensation is reviewed annually by the Senior Pastor and the Compensation Committee.