Finance and Administration Manager - 20 hrs/wk
Reports To: Lead Pastor
Works Closely With: Treasurer, Leadership Board, church staff, and volunteers

Position Summary
The Finance and Administration Manager supports the ministry of The Harvest Methodist Church by managing day-to-day financial processes, administering payroll, maintaining personnel records, and coordinating selected business functions. This position provides accurate, timely financial information to church leadership and handles church resources and confidential information with integrity, care, and discretion.

Primary Responsibilities

Financial Administration and Reporting

- Maintain accurate, current financial records in the church's accounting system.
- Process purchase orders, invoices, reimbursements, and payments according to approved budgets and financial procedures.
- Prepare regular financial reports for the Lead Pastor, Treasurer, and Leadership Board.
- Coordinate timely reconciliation of bank and other financial accounts, with appropriate independent review.
- Support the preparation of the annual budget and monitor income and expenses against the approved budget.
- Maintain organized financial records and supporting documentation.

Contributions and Financial Controls

- Coordinate with designated staff and volunteers to ensure offerings and other contributions are counted, documented, deposited, and recorded accurately.
- Coordinate documentation and processing of stock gifts and other noncash contributions with the Treasurer and appropriate advisers.
- Follow established procedures for expenditure approvals, payment authorization, check signing, and account access.
- Identify discrepancies or concerns and bring them promptly to the appropriate church leader.
- Provide records and assistance for financial reviews or audits as requested.

Payroll and Personnel Administration

- Administer payroll accurately and on schedule, coordinating with the church's payroll provider.
- Coordinate the timely preparation and submission of required payroll and contractor reporting, including Forms 941, W-2, and 1099, with appropriate professional support.
- Maintain complete, secure, and confidential personnel files.

- Assist the Lead Pastor with the annual review of compensation and benefits.
- Coordinate financial and payroll documentation for employee onboarding, changes in employment, and departures.

Corporate Governance & Official Records

- Maintain official church organizational documents, including certificates of formation, governing documents, and other corporate records.
- Coordinate required filings and periodic reports with the Texas Secretary of State.
- Maintain current director and organizational information
- Maintain records of Leadership Board decisions, resolutions, and other significant organizational actions in coordination with the appropriate church officers.

Insurance Administration

- Coordinate annual renewals and ongoing administration of church insurance policies, including: Property and multiperil insurance, Workers' compensation, Umbrella liability, Parsonage coverage, Children's Day Out medical incident coverage
- Maintain policy documents, renewal dates, and supporting records.

Purchasing and Vendor Coordination

- Work with the Lead Pastor and the Director of Facilities & Operations to obtain competitive bids and coordinate vendor agreements for approved expenses and projects.
- Maintain organized records of contracts and purchasing commitments.
- Carry out assigned administrative projects within agreed priorities and available work hours.

Qualifications and Skills

- Working knowledge of accounting principles, bookkeeping, payroll, and financial reporting.
- Experience using QuickBooks or comparable accounting software.
- Proficiency with Microsoft Excel and Word; experience with Planning Center is a plus.
- Strong organizational skills, attention to detail, and the ability to meet recurring deadlines.
- Clear communication skills and the ability to work cooperatively
- Sound judgment and ability to protect confidential financial and personnel information.
- Human resources administration experience is preferred.
- Commitment to supporting the mission and ministry of The Harvest Methodist Church.

Schedule and Working Relationships

The position averages approximately 20 hours per week. The schedule will be established with the Lead Pastor to accommodate payroll, financial reporting, and other recurring deadlines.

Occasional evening or weekend work and attendance at designated staff or leadership meetings are required. Scheduling and workload priorities will be coordinated with the Lead Pastor.