

GUNITY CHURCH OF HAWAII
Position Description

Name of Position: Steward of Finance

Reports to: Church Administrator

Number of Hours per Week: 10 - 16

Primary Objectives:

- Works at the direction of the Associate Minister / Ministry Administrator to provide accounting and book keeping support for church operations.
- Has the responsibility for all financial matters, including participation in annual budget development and monitoring, bookkeeping, and interface with banks and auditors.

Responsibilities – 90%

- Enters all accounting transactions into an organized accounting system following the standard principles of accounting. Ensures redundancy of system and preforms weekly/monthly back up of financial files.
- Ensures timely completion all bookkeeping activities such as posting bills, writing checks, recording weekly receipts of church tithes from services and credit cards, bookstore receipts, and other ministry collections.
- Keeps a careful accounting of all restricted funds.
- Reconciles monthly and/or quarterly bank accounts.
- Ensures that all accounting is done in a timely manner so that weekly, monthly, quarterly and annual reports are complete and up to date.
- Works with the Treasurer of the Board of Trustees to prepare monthly reports for the Board as well as the annual financial report for the church membership's annual meeting.
- Organizes and maintains the church's financial files. Forwards lists to Board Treasurer and President for completion of financial correspondence which includes "Thank you notes, etc."
- Has all accounting information available, on a yearly basis, by April 15, for a review or audit from an outside accredited CPA firm.
- Works with an outside accounting firm on a quarterly basis to provide third-party oversight of church income, spending, and transactions.

Other Duties – 10%

- Some activities require non-regular office hour attention.
- Other duties as assigned.

Minimum and Special Requirements for the Job:

- Complete an evaluation in 90 – 120 days to consider needed changes.
- Three or more years' experience as a bookkeeper or administrator for a church or similar office.
- Associate degree in business, or related field; Bachelor's degree in a similar field considered a plus.
- Ability to operate in a fast-paced environment, flexible, ability to see different sides to a problem and exercise independent judgment about the best likely alternatives.
- Highly organized and efficient, ability to see things through to a conclusion quickly.
- Anticipates financial reporting and functioning needs in advance and arranges for materials and support items before need is generally recognized.
- Willingness to go the extra mile to ensure issues and tasks are handled in a timely and complete way.
- Understands the business climate of the church and makes decisions accordingly.
- Must pass a background check.