

PART-TIME FINANCIAL COORDINATOR
ST. ALBAN'S CHURCH, WASHINGTON, DC
POSITION DESCRIPTION

This position is appointed by and accountable to the Rector. We are seeking someone on a temporary basis for approximately 20 hours per week to assist with the production of monthly financial statements by processing Accounts Payable (AP) and Accounts Receivable (AR) and performing other accounting duties efficiently, accurately and in a timely manner.

Essential Functions:

- Process AP (ex. invoices, requests for reimbursement) in a timely manner to ensure that vendors, parishioners and staff are paid on time and accurately
- Process AR in a timely manner to ensure that data is reflected accurately for reporting purposes
- Post pledges and other contributions received online, via mail or in person to ensure accurate giving records
- Post Opportunity Shop daily income (cash and credit card sales)
- Process, review and mail contribution statements to all donors as needed (currently done four times a year)
- Arrange for bank deposits as needed
- Retrieve invoices and other mail as needed
- Handle paperwork for bequests
- Manage charitable stock transfers
- Assist in audit preparation as needed
- Other duties as assigned

Core Competencies:

- Attention to detail to ensure accuracy in financial statements
- Efficient use of time to ensure that all data is entered for timely financial reporting
- Strong interpersonal skills in dealing with staff, parishioners, vendors and financial consultants