

Finance Coordinator

First Presbyterian Church

Overview

The Finance Coordinator reports to and works closely with the Pastor and Finance Committee to support the financial health and stewardship of First Presbyterian Church.

This role serves as the church's primary bookkeeping and accounting resource and helps ensure sound financial practices and compliance with church policies and applicable regulations.

Hourly Pay Range: \$28-30/hour

Hours: 15 hours per week on average

Status: Part-Time

Responsibilities

- Maintain accurate and up-to-date financial records for all church accounts.
- Process accounts payable, accounts receivable, deposits, and reimbursements in a timely manner.
- Record and reconcile all financial transactions, including bank and credit card accounts.
- Assist in the preparation and monitoring of the annual operating budget.
- Coordinate payroll processing and maintain payroll records.
- Maintain confidential donor/giving records and prepare and distribute annual contribution statements to church members and donors.
- Assist with year-end financial reporting and annual audits, reviews, or financial examinations.
- Ensure compliance with church financial policies and applicable accounting standards and regulations.
- Maintain organized financial records and supporting documentation.
- Respond to routine financial inquiries from church members, staff, and committees.
- Assist ministry leaders with budget tracking and expense reporting.

- Support stewardship campaigns and special financial initiatives as needed.

Experience and Qualifications

- Associate's or bachelor's degree in accounting, Finance, Business Administration, or a related field preferred; equivalent experience considered.
- Minimum of 3–5 years of bookkeeping, accounting, or financial administration experience, preferably in a church or nonprofit environment.
- Strong understanding of nonprofit accounting principles and financial reporting.
- Experience with QuickBooks or comparable accounting software.
- Proficiency with Google Workspace and Microsoft Office applications.
- Demonstrated accuracy and attention to detail in financial recordkeeping.
- Ability to maintain confidentiality and exercise discretion with sensitive financial information.
- Strong interpersonal skills and the ability to work collaboratively with church staff, volunteers, and church leadership.
- Commitment to the mission and values of First Presbyterian Church.

How to Apply

Please send a cover letter and resume to **First Presbyterian Church** via email at fpcocala@fpcocala.org.