

Financial Administrator

Pilgrim Congregational United Church of Christ, Cleveland, OH

Pilgrim Congregational United Church of Christ is a progressive, inclusive congregation located in a historic building in the Tremont neighborhood of Cleveland. We are seeking a Financial Administrator who is responsible for processing and maintaining the financial records of the church in a timely and accurate manner. Working closely with the Pastor and the Treasurer (volunteer), this part-time position (10-15 hrs/week) plays a critical role in supporting the ministries and financial functions of the church. Flexible schedule, with a mix of in-person and remote work negotiable.

Responsibilities include:

Processing Payables & Disbursement Requests:

- Reviews and pays vendor invoices received by mail or email when received, monthly, or quarterly as due.
- Enters payment requests in Quickbooks, prints checks, or pays online.
- Files check stubs and backup.
- Alerts signers when checks are ready to sign.
- Keeps Vendor information up to date in Quickbooks.

Credit Card Processing:

- Receives credit card receipts from staff as soon as purchases are made.
- Informs treasurer of any large credit card transactions (over \$1,000)
- Enters charges monthly in Quickbooks.
- Pays monthly credit card bill and reconciles with the monthly bank statement.

Recording of Weekly Offering Reports:

- Records weekly offering sheet and monthly online giving statements in Quickbooks.
- Enters member offerings weekly into Breeze member database.

Processing Bi-Weekly payroll:

- Processes payroll through payroll vendor system every two weeks, including hourly and salaried employees.
- Enters payroll reports into Quickbooks monthly and reconciles entries with bank statements.

- Files payroll records securely.

Miscellaneous:

- Assists Treasurer (volunteer) with preparation of monthly financial reporting by recording journal entries and completing other requested tasks.
- Prepares reports as requested for Boards, Food Pantry, Endowment Committee, special offerings, Mission Spending Plan (budget) preparation and monitoring, Annual Report, and other periodic reports (e.g., Worker's Comp Tru-Up).
- Serves as contact for any transactions between employees and UCC Pension Boards; Workers' Comp; or any personnel issues (background checks and gathering of New Hire information.)

Compensation:

- \$22-29/hour depending on candidate experience and qualifications.

Qualifications:

- Prior experience and a solid understanding of financial accounting and record-keeping using financial software systems.
- Proficiency with Quickbooks.
- A degree in accounting or finance preferred.
- Strong organizational, interpersonal, and communication skills.
- Ability to maintain sensitive information and professional boundaries.
- Commitment to diversity, inclusion, and the church's mission.
- Background check required.

To Apply:

Interested candidates should email a cover letter, résumé, and references to PilgrimFinanceAdmin@gmail.com. Materials will be reviewed until the position is filled.

For more information about Pilgrim, visit www.pilgrimalive.org.