



The Presbytery of the Highlands
390 Route 10 West
Randolph, NJ 07869
973-361-0084

The Presbytery of the Highlands is seeking a Financial Administrator – 25 hours per week beginning around March 1, 2025

Financial Administrator

Position Overview:

The Financial Administrator will be responsible for maintaining the operational health of the presbytery through the management and oversight of all financial and bookkeeping functions. This role will include providing financial guidance and support to the Presbytery, ensuring accurate and timely financial reporting, and helping to uphold financial integrity and transparency within the organization. The Financial Administrator will work closely with leadership to support decision-making and financial planning processes.

Accountability

The Financial Administrator will be accountable to the Presbytery Leader as Head of Staff.

Roles and Responsibilities

Financial Oversight

- Monitor and record all aspects of the Presbytery's finances, including bookkeeping, investments, cash flow, budgets, giving, designated funds, and annual audits.
- Ensure financial records are properly kept and regularly reported to the Presbytery Leader, Treasurer, Finance Committee, Administration and coordinating team and Presbytery.
- Develop and monitor systems for processing accounting information and maintaining internal controls.
- Obtain approval and process all disbursements with appropriate supporting documentation.
- Manage Presbytery's mortgages, loans, and designated funds, and provide committees and presbytery staff with up-to-date financial information quarterly or as requested.
- Negotiate, schedule, and assist auditors in conducting annual Financial Review.
- Prepare financial statements and special reports as requested, ensuring timely reconciliation of bank statements and processing of bank deposits and investments.
- Process mission remittances from churches and payments to grant recipients.
- Facilitate insurance renewals, including property, casualty, and workers' compensation packages.
- Identify and implement process improvements to increase efficiency and effectiveness in financial operations.

Budget and Advocacy

- Assist the Finance Committee in preparing the annual budget.
- Provide education to congregations about financial and property matters, including the connectional nature of the church and the importance of financial support.

Payroll and Benefits Administration

- Oversee payroll administration, updating rates of pay, and monitoring tax deposits and reports.
- Administer staff benefit plans, including creating the Employer Agreement, enrollment tracking and communication with the Board of Pensions.
- Manage HR records and onboarding processes, providing orientation for new staff.

Support and Collaboration

- Serve as a resource to the Presbytery staff, churches, and committees on financial issues.
- Attend Finance Committee meetings and provide necessary documentation.
- Serve as a liaison with financial institutions and ensure compliance with all relevant policies.
- Maintain strict confidentiality regarding sensitive information.

Qualifications:

- Demonstrate competence in generally accepted accounting principles, accounting software, and financial reporting.
- Develop knowledge of tax, insurance, and benefits issues relevant to churches and teaching elders.
- Exhibit strong organizational skills, initiative, and the ability to work both independently and collaboratively.
- Minimum of an associate degree in accounting or equivalent experience, with prior nonprofit or church-based accounting experience preferred.
- Proficiency in Microsoft Office (Excel, Word) and accounting software, with experience in church-based systems preferred.
- Must be able to travel within the Presbytery as needed and be flexible in work hours to address time-sensitive matters.
- Must be able to work at the Presbytery office
- Must pass a background check and be bondable.

Please send Resume by February 7 to Presbytery leader – Rev. Jeanne Radak –

jbradak@highlandspresbytery.org

For questions contact Jeanne Radak at jbradak@highlandspresbytery.org

or call 973-361-0084