Job Posting: Finance Coordinator

Grace and Holy Trinity Cathedral is seeking an individual to join our team in the role of Finance Coordinator.

POSITION SUMMARY

This is a non-exempt position scheduled for 28 hours per week. The Finance Coordinator administers the church's financial accounting records, systems, and processes. Responsibilities include maintaining the general ledger and preparing monthly financial statements; processing and managing biweekly payroll and weekly accounts payable; preparing monthly bank reconciliations; and administering credit cards and other related financial activities.

DUTIES AND RESPONSIBILITIES

Maintain accurate accounting records, administer financial processes, and prepare financial reports in the following areas:

- general ledger
- accounts payable
- payroll
- monthly income statement, balance sheet, and consolidated financial package
- fund accounting
- bank accounts
- investment and tax reporting

Collaborate with church leaders and committees on financial oversight, budget development and monitoring, and support for capital fund drives and stewardship activities:

- Work with appropriate committees, officers and leaders in overseeing the finances of the church.
- Work with the Treasurer to monitor the investment results of permanent and endowed funds.
- Maintain reports comparing actual expenses with budgeted amounts for all departments. Work with department staff and the finance committee to review and manage budgeted versus actual results.
- Attends Finance and Budget Committee meetings as requested.
- Work with an outside auditor for annual review of accounts.
- Assist with the development and preparation of the church budget.
- Assist with Capital Funds drives and other stewardship activities.

QUALIFICATIONS

- Education: Bachelor's degree required.
- 3-4 years of experience directly related to the duties and responsibilities.
- Required software qualifications include proficiency with Microsoft Windows, Word and Excel, and experience with accounting software. Experience with ACS Technologies Financial Suite is preferred.
- Experience and comfort with use of telephone, computer systems and software and office equipment.
- Attention to detail and accuracy.
- A genuinely warm, caring and patient attitude.
- A very good listener and communicator.
- Good organizational skills with the ability to comfortably multi-task.
- Ability, focus and discipline to work with minimal direct supervision.
- Able to keep confidentiality.

BENEFITS

- Paid vacation and sick leave
- Paid holidays
- 5% employer contribution to a defined contribution retirement plan
- An additional 4% employer match

ABOUT GRACE AND HOLY TRINITY CATHEDRAL

Grace and Holy Trinity Cathedral is the Episcopal Cathedral Church in the heart of Kansas City. We are an open and inclusive community encompassing all types of people searching for Christ's redeeming love and the challenge of leading faithful lives in a complex world. We seek and serve Christ in all people, loving our neighbors as ourselves while striving for justice, peace, and respect for every human being. Our worship, prayer, and formation support the restorative strength of our community, reconciling all people to God and one another through Christ.