

Financial Administrator

Grace & Holy Trinity Episcopal Church | 8 N Laurel St, Richmond, VA 23220

Job Summary:

Grace & Holy Trinity Episcopal Church is seeking a detail-oriented and experienced Financial Administrator to join our team. The Financial Administrator ensures the church's financial operations are accurate, compliant, and well-managed in support of the church's mission and ministry. Work on-site at the church across from Monroe Park; free parking included. The ideal candidate will have a strong background in accounting, experience with ADP payroll, and proficiency in Excel.

Key Responsibilities:

- Perform all daily accounting functions using Realm accounting software
- Record parishioners' pledges and offerings to their individual giving accounts
- Record stock donations received and send gift letters to donors
- Send quarterly and year end giving statements to donors
- Process all expense payments after ensuring appropriate approvals are obtained
- Responsible for monthly credit card and bank account reconciliations
- Prepare monthly financial statements, including footnotes
- Process semi-monthly payroll using ADP
- On-board new employees by enrolling them in payroll and benefits
- Assist with pledge campaign and track all pledges
- Coordinate with external CPA for year end audit, provide audit documentation as requested
- Responsible for annual workers compensation audit
- Assist Treasurer in preparation of annual operating budget, Parochial report, and annual report
- Maintain Realm database
- Assist with annual stewardship campaign

Qualifications:

Required

- Experience with ADP payroll systems.
- Proficiency in Microsoft Excel.
- Strong data entry skills and familiarity with various software applications.

- Background in accounting or related field, with accounts payable experience a must.

Preferred

- Experience working with non-profit organizations.
- Familiarity with Realm accounting software.
- Strong organizational and communication skills.

Benefits:

- Pay varies based on experience, ranging between \$30-\$32 per hour.
- Generous contribution for retirement.
- Health insurance with partial employer contribution to the premium.
- One day of vacation earned per month

To apply for this position, please send your resume to: steven@pacsolutions.io