

## Eastminster Presbyterian Church

### Part Time Financial Coordinator

We are seeking a qualified candidate for this part time position who is service-oriented, dedicated, and possesses excellent accounting and communication skills to become a member of our church staff. The position is open due to the retirement of a current staff member after a successful 17-year career.

The Financial Coordinator has direct responsibility for timely processing of accounts payable transactions, contributions, donor acknowledgement, credit card management, payroll, and general ledger. They will assist church members, staff and vendors with inquiries and other accounting matters. A qualified candidate will have a strong understanding of internal controls and an ability to adapt to new and innovative technology.

The Financial Coordinator will also support the Session and church staff with financial reporting, banking, reconciliations, tax and license filings, and other accounting functions as required. The church currently uses ACS On Demand software. Knowledge of ACS is helpful but not required.

The Financial Coordinator will be a part of our dynamic staff team, and will work in a team-oriented environment that supports the congregation and ministries of the church. Non-profit experience is helpful but not required.

#### Job requirements:

- Bachelor's degree in Accounting or equivalent work experience
- 5 years of work experience in accounting

#### Technical skills:

Excellent accounting and computer skills

Experience with financial accounting software

Proficient and experience in payroll processing

Proficient in computer software-Microsoft Office (Excel and Word) and email

#### Salary and benefits:

Salary commensurate with experience

20 hours/week

No medical benefits included in this part time position

Vacation and personal leave in accordance with church policies

About Eastminster Presbyterian Church:

Called by God and empowered through the Holy Spirit, Eastminster Presbyterian Church seeks to share the good news of Jesus Christ with people both near and far, through the proclamation, worship, and mission. We offer a wide range of ministries including support groups, outreach & mission, bible studies, and afterschool program serving over 50 children in the local community and hosting summer camps.

We are a Presbyterian Church U.S.A. congregation, a denomination that serves over 10,000 churches throughout the United States.

Eastminster Presbyterian Church is located on at 5801 Hugh Howell Road in Stone Mountain, GA 30087.

To apply:

Please send your cover letter and resume to the address above or email to [finsearch@eastminster.us](mailto:finsearch@eastminster.us)