



## PRINCETON ALLIANCE CHURCH

*Know God • Develop Community • Bring Hope*

### Finance and Assistant HR Ministry Leader

The Finance and Assistant HR Ministry Leader is a part-time (30 hrs/week), staff member of Princeton Alliance Church in Plainsboro, New Jersey. He or she is responsible for support in the areas of Finance and HR at Princeton Alliance Church (and potential future campuses or church plants).

The Finance and Assistant Ministry Leader is a member of the Ministry Resources Team under the direction of the Ministry Resources Team Leader. He or she will report directly to the Ministry Resources Team Leader.

#### Requirements:

- Bachelor's degree in business or accounting (Master's degree preferred but not required)
- Must be fluent in MS Excel (Experience in Google Apps preferred)
- Experience in ERP systems (SAP and/or Blackbaud Financial Edge preferred)

#### The Finance Ministry Leader provides execution and expertise in the following areas:

- ❑ **Income and Expense Management**
  - Oversee weekly process for income, financial reports, and bank deposits
  - Conduct monthly close by the 15th of each month
  - Provide budget reports to ministry leaders on a regular basis
  - Ensure proper coding of purchase, reimbursement, and payment requests
  - Serve as first point of contact to donors for resolution of giving-related questions
  - Communicate policy compliance issues to MRTL as needed
- ❑ **Leadership & Spiritual Development**
  - Provide oversight and direction for Accounting Clerk
  - Intentionally build and strengthen relationships inside and outside of the church
  - Identify and cultivate the spiritual growth and leadership potential in staff and volunteers
  - Develop and integrate new volunteers, as needed, providing foundational training, support, and encouragement
- ❑ **Administration**
  - Assist in the development of departmental budgets
  - Review merchant account fees and make recommendations for change as needed
  - Review commercial insurance packages and recommend changes as needed
  - Assist with preparation of annual reports to the PAC congregation and the C&MA
  - Oversee annual audit process with outside accounting firm
  - Oversee and maintain equipment necessary to the execution of weekly processes
  - Consistently evaluate all aspects of the finance ministry in collaboration with others

#### The Assistant HR Ministry Leader's key responsibilities are:

- ❑ Maintain human resources records by recording new hires, transfers, terminations, changes in job classifications, salary increases; tracking vacation, sick, and personal time.
- ❑ Orient new employees by providing orientation information packets; gathering withholding and other payroll information; explaining and obtaining signatures for benefit programs.

- ❑ Assist MR Team Leader in reviewing employee benefits, company policies and federal and state labor laws that apply to the organization
- ❑ Recommend and update policies and procedures to improve staff health and performance
- ❑ Document routine human resources actions by completing forms, reports, logs, and records.
- ❑ Manage job applications, schedule interviews, and assist current employees with their queries.
- ❑ Update job knowledge by participating in educational opportunities; reading professional publications
- ❑ Accept other responsibilities as needed to support the HR department

The ideal candidate has exceptional problem solving skills and analytic capability and can thrive in a position that requires routine process and attention to details. He or she must have effective interpersonal skills to interact successfully with all employees in the organization and a high level of integrity, confidentiality and fairness.

In addition to excellent communication, organizational and interpersonal skills, he or she possesses a/an:

- Vibrant personal relationship with Jesus
- Passion to champion the role of the local church
- Willingness to serve others in humility
- Commitment to professional and personal excellence
- Collaborative approach and a team mentality
- Ability to multitask and meet deadlines
- Creative spirit and a passion for innovation
- Track record for consistency and reliability
- Ability to “self-start” (i.e., recognize a need and initiate an appropriate response)
- Knack for resourceful problem solving
- Ability to both initiate and mediate workplace conflicts to maintain a positive work environment

#### **Team Development**

- Be a team player with a positive attitude who seeks to improve the Team by offering constructive feedback or recommendation
- Attend Team meetings on a regular basis for evaluation, vision casting, strategy alignment, and team development

#### **Personal Development**

- Have a consistent pattern of Sabbath (intentional, worshipful time to recover away from work and connect with Jesus)
- Pursue professional development through a variety of resources such as publications, building relationships with others, and attending conferences/seminars
- Meet with the Ministry Resources Team Leader regularly regarding personal development goals and ministry-related accountability
- Attend one weekly Sunday service with his/her family
- Be a member of a Community Group
- Give regularly to both the Local and Global Ministry Funds

Along with his or her daily professional responsibilities, the Finance and Assistant HR Ministry Leader participates in weekly staff development activities such as staff prayer and a staff meeting facilitated by PAC’s Lead Pastor. He or she will become a member of PAC (within six months of employment). He or she will regularly attend PAC Sunday services once employed.