



JOB RESPONSIBILITIES

MISSION STATEMENT: Enjoy Jesus. Make Disciples.

POSITION SUMMARY:

The Finance Coordinator will ensure that the finances of the church are handled with wisdom, transparency, accountability, and faithfulness. This person will help with the day-to-day financial operations of Stonegate while working closely alongside our accounting outsourcing partners. They will use their knowledge of finance and accounting to resource and serve the vision of the church.

JOB RESPONSIBILITIES:

- Maintaining Stonegate's financial statements (including, but not limited to, the general ledger and accounts payable)
- Preparing journal entries through PCO
- Reconciling bank accounts
- Help prepare ministry budgets
- Lead the Count Team
- Oversee donor relations (giving statements, gifts, etc)
- Revise and/or formulate financial policies and implementation of those policies
- Always work to "make things better" in your area
- Administrative responsibilities of the finance department

CORE COMPETENCIES:

- Knowledge and experience of general accounting
- Associates Degree or higher in a related field preferred
- Experience using Apple and/or Google software (Numbers, Sheets, etc)
- Two years working with Quickbooks preferred
- Track record with diligence in following through on tasks and projects
- Excels at prioritizing well and anticipating future needs
- Customer service minded

MARKERS OF AN IDEAL CANDIDATE:

- Handles conflict well
- Willing to continue to learn new things and skills
- Flexible and adaptable
- Warm, hospitable, and joyful in demeanor
- Enjoys serving behind the scenes
- High attention to detail
- Self-directed and solution-oriented
- Open to direct feedback
- Trustworthy

EXPECTATIONS:

- Adhere to Stonegate's Staff Guide
- Embody our Leadership Values
- Agrees with Stonegate Church doctrine and theology
- Monday - Thursday, 8:30AM - 5:00PM; Sunday 7:20AM - 2:00PM

JOB TITLE: Finance Coordinator

POSITION LEVEL: Full Time

REPORTS TO: Executive Pastor

DEPARTMENT: Finance

SALARY RANGE: \$47,000 - \$55,000

PTO: 12 Days, plus holidays