

# Ventura Missionary Church

## Finance Coordinator III

### Job Description

**Job Title:** Finance Coordinator III

**Reports To:** Operations Director

**Classification:** Full-Time Non-Exempt Position

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### Job Description

The Finance Coordinator III is responsible for managing the Ventura Missionary Church, Inc. finances which includes Ventura Missionary Church (VMC), Ventura Missionary School (VMS), and Ventura Missionary Preschool (VMPS). This encompasses all communication, documents, and reports that pertain to the finances.

### Primary Responsibilities

*This is a working list and may be adjusted at any time by the supervisor:*

- Process and document all donations (processing the weekly offerings)
- Payment processing
- Accounts payable
- Accounts receivable
- Process check/credit card/purchase order requests
- Process expense reimbursement
- Develop and maintain financial reports
- Manage church cash flow
- Manage petty cash transactions
- Process and manage payroll database
- Prepare and transport all bank deposits
- Self-auditing/balancing of accounts
- Prepare and respond to audits and audit requests
- Complete required state and federal forms

### Relationships

This position will report directly to the Operations Director and will work alongside Ventura Missionary School Principal, Ventura Missionary Preschool Director, Ventura Missionary Church Treasurer, volunteers, other staff, ministry directors, and other boards as necessary.

## **Qualifications and Gifts**

- Must be able to complete and pass employment background check
- Must possess a valid driver's license and have reliable transportation
- 2-4 years of experience in the field or in a related area
- Experience with general ledger functions and the month-end/year-end closing process
- Be or be willing to become a member of Ventura Missionary Church and agree with the Church's Statement of Faith
- Have a personal relationship with Jesus as Lord and Savior, believe that the Bible is God's Word and standard for faith and daily-living, and be a Christian role model in attitude, speech, and actions towards others
- Be committed to God's Biblical standards for sexual conduct
- Finance Coordinator III's employment is subject to and conditioned upon, a lifestyle consistent with that Statement of Faith. This person must have a philosophy of ministry that is aligned with Scripture, with our Statement of Faith, and with our Core Values and Vision. Gifts that are consistent with this role are: Administration, Serving, and Support.

## **Knowledge, Skills and Abilities:**

- Thorough knowledge of basic accounting procedures and principles
- Excellent accounting software ability and administration skills
- Knowledge of conducting work with an emphasis on safety and compliance
- Strong attention to detail and accuracy
- Strong work ethic
- Problem-solving and conflict resolution techniques
- Operate in a team environment, often working cross-functionally with other teams

## **Selection Process**

The Operations Director will supervise the selection process for this position, in collaboration with the Executive Pastor and Human Resources Department.

## **Compensation**

The compensation for this position will be \$27.83 - \$31.50 per hour determined by established salary ranges for Finance Coordinator III, taking into consideration experience and education.

## **Hours**

Monday through Friday; 40 hours per week.

## **Appraisal and Review**

This position will receive a 90-day review and an annual review from the Operations Director. The reviews will be in written form, using a review document approved by the Human Resources Department. Each review will (1) set budget and goals for the coming year, and (2) review performance and ministry objectives from previous year.