

Financial Operations Coordinator

Team: Operations/Finance

Job Title: Financial Operations Coordinator

Reports to: Bill Douglas

Department: Operations

Status: Full-Time (40 hours per week)

Position Overview:

This position is responsible for maintaining the financial records of the church. The position processes payroll for church staff and Hope Clinic, prepares deposits, enters Accounts Payable requests and invoices, disburses payments, manages all church-issued credit cards and related transaction approvals.

Responsibilities:

- Record all church income and process all accounts payable
- Perform general ledger accounting tasks, including journal entries and account reconciliations
- Process payroll and ensure accurate and timely payments to employees
- Assist human resources with employee benefit plans
- Conduct bank reconciliations and monitor cash balances and credit card activity
- Prepare annual tax forms including W-2s and 1099s as well as monthly WI sales tax returns. Ensure compliance with tax regulations
- Maintain accurate and up-to-date records of financial transactions
- Assist with the year-end audit with outside accounting firm
- Effectively communicate with donors, a weekly count team, and the church staff

Position requirements:

- Associate's degree in accounting or related field (or relevant experience) desired
- Proficiency in using MS Office Suite especially Excel. Accounting software and payroll system experience desired
- Familiarity with payroll processing and related regulations
- Excellent attention to detail and accuracy in data entry and record keeping
- Strong analytical and problem-solving skills
- Experience with accrual accounting or other specialized areas of accounting desired
- Applicants must be a member of Alliance Church or able to complete the membership process.



STRATEGIC FRAMEWORK

VISION/PURPOSE

Connecting the world with God and one another.

MINISTRY VALUES

1. Bringing glory to God and reaching people for Jesus Christ drives everything we do.
2. All of our ministries are to be Biblically sound, culturally relevant, and supported with prayer.
3. God's Word is truth and we trust it above anything else to make a lasting impact on those we touch.
4. Individual and corporate worship is critical to our spiritual health and relationship with God.
5. Our fellowship is focused on shepherding and caring for one another.
6. Our evangelism is driven by a sincere burden for all people and is worldwide in its impact.
7. Our ministry is done with excellence and sense of urgency because it honors God and inspires people.
8. We will never lose sight of our vision.

MINISTRY PHILOSOPHY

Simple Purpose, Simple Church: Our purpose is simple: Connecting the world with God and One Another. Our church structure, programming and ministries will follow our simple discipleship process. All we do will be understandable and easily accessible. We will strive to have a minimum amount of bureaucracy.

Strategic and Effective: We minister with a sense of urgency; the stakes are heaven and hell for the people we serve. Everything we do will be strategically planned, focused on the vision and measured for outcomes. Our measure of "success" will be conversions, baptisms, spiritual growth and maturity, and the completing of the Great Commission.

Felt Needs First, Prescribed Needs Second: We will seek to meet people's felt needs first, then move people to the "prescribed" needs outlined in the Bible.

Come and See – Go and Be: We will partner with the congregation in doing Kingdom work. The staff's role will be to provide clear vision and effective programming. The congregation's role will be to invite people to come and experience what God is doing through Alliance Church and eventually engage in the discipleship process. We also encourage ministries and individuals to "go and be" the reality of Jesus Christ by sharing Christ's love through personal evangelism, community service and world missions.

Healthy Relationships: We work together as a team. We keep short accounts, will not let conflict simmer and have a never-ending focus on the vision. We will maintain a broad view and will not tolerate turf wars or personal kingdom building.

Servant Leadership: We have a towel over our arm at all times. We have a positive attitude of joyful, humble service towards each other and the people we serve in and outside of our church.

Stronger Together: We will be a ministry that strategically and intentionally integrates ministries so they link together to produce healthy disciples of Christ that can advance the Kingdom as one.

Complementarian: Men and women equally share in the blessings of salvation; nevertheless, based on Scripture, some governing and teaching roles within the church are restricted to men.

Healthy Leadership: We are healthy, high-capacity individuals. We maintain our spiritual, emotional, relational, mental, and physical health by keeping our priorities straight. We live up to our commitments to others and live lives of integrity, at home, at church, and in the community.

Equip Future Leaders: We will train, equip, and empower young leaders in all ministries to remain relevant and effective, both for today, and for future generations.