



Kingswood United Methodist Church
401 W. Dundee Road, Buffalo Grove, IL 60089
www.kingswoodumc.com

Position: Administrator of Financial Services
Reports to: Lead Pastor
Hours: 25-30 hours /could be hybrid with some time working from home)
Salary Range: \$23,000 to \$26,000/negotiable

Job Summary: The Administrator of Financial Services will act as the administrator and Financial Secretary to ensure that the church budget, payroll, accounts payable, accounts receivable, taxes, audit, conference financial stats, and related accounting activities are carried out accurately and in a timely manner. Financial/payroll tasks related to human resources will also be a responsibility.

Primary Responsibilities:

- Manage month end close activities dealing with expenses, accruals, journal entries and financial statements and ensure proper processing of Accounts Payable, Accounts Receivable and Budgeting activities.
- Responsible for making sure that all balance sheet accounts are reconciled accurately and timely and that payroll and tax information is also recorded efficiently and paid according to schedule.
- Support the Finance Committee and Lead Pastor by providing analysis and overview of spending, collections, donations, cash flow/balance sheet forecasts and other financial activity.
- Provide ad hoc accounting/financial reports, including financial analysis as requested for the Finance Committee, Memorials and the Endowment Team.
- Manage and drive yearly planning, budgeting and forecasting processes.
- Provide general financial support where needed and work with key members of church staff to complete various financial projects, expenditures, and budgeting.
- Manage payroll and employee benefits for church staff employees.
- Maintain accurate payroll, benefits forms and ledger information and documents required. Provide auditable records of transactions for the church and facilitate the auditing process.
- Maintain pledges and contributions and online giving with our current financial software (Subsplash) and also our current membership software (Servant Keeper).
- Supervise and train offering counting volunteers, the offering counter coordinator, and other volunteers related to financial services.

Secondary Functions:

- Resource Finance Committee (required to attend evening meetings for this committee)
- Resource Stewardship
- Resource Endowment and Investments
- Resource All-Church Fundraisers as deemed necessary

Qualifications Required:

- 2-3 years' experience as an accountant or financial analyst
- College degree in Accounting or Finance
- Excellent knowledge of MS Office suite (Excel a must)
- Experience working in any general ledger system (preferably Quick Books)
- Experience with payroll, giving, and membership software (preferably PayChex, Servant Keeper, Microsoft 360, and Subsplash)
- Strong verbal and written communication skills
- Must have exceptional detailed organizational skills and be able to manage multiple tasks
- Analytical thinking skills; Creative thinking
- Good interpersonal skills, able to adapt the personal style to build relationships
- Ability to work alone and with self-direction

FOR INFO OR APPLICATION: Contact Rev. James Preston, Lead Pastor, Kingswood UMC
Email: jpreston@kingswoodumc.com Phone: 847.398.0770 Ext. 1010

DEADLINE FOR APPLICATION: April 15, 2025

March 24, 2025