

## Job Description

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Title: Financial Coordinator

Team: Finance

Supervisor: Financial Director

Approval Date: February of 2019

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Qualifications for employment at Chase Oaks Church requires being a Christ-follower—whose work history and lifestyle shows a consistency to adhering to the scriptural principles of the Bible—and agreeing with the Purpose, Strategy, and DNA statements of Chase Oaks.

### *Chase Oaks Church DNA*

- **We Keep It Simple.** We seek to do a few things well.
- **We're All In The Same Boat.** We are all on a journey of transformation.
- **We Boycott Boycotts.** We are known for what we are for, not what we are against.
- **We Glow In The Dark.** We move into hopelessness, need, and injustice with the redeeming power of Jesus Christ.
- **This Is Not Our Party.** This is the Father's party, and we are His servants, privileged to prepare the party and invite the guests.
- **We Don't Go It Alone.** We do life together in groups, ministry in teams, and serve our community.
- **Pass The Baton.** We invest in the next generation and give influence to emerging leaders.
- **We Are A Salad, Not A Soup.** We are intentionally diverse, believing that the mix of generations, ethnicities, and cultures helps create the rich and surprising unity Jesus prayed for in John 17.
- **We Don't Sweat The Small Stuff.** We strive to focus on our common mission and core biblical beliefs.
- **We Count The Change.** As the agents of God's redemption on this broken planet, our effectiveness is measured by both personal and community transformation.

### *Leadership Skills*

#### **Drive**

The restless pursuit of excellence.

#### **Judgment**

Wisdom in action.

#### **Influence**

Inspiring achievement in others.

### *Chase Oaks Church Staff Values*

**Leadership: We serve and develop people and provide clear direction.** We serve people with prompt follow-up, care for people, develop people, and empower people.

**Teams: We work in teams, protect team health, and invest in team development.** We all have specific roles on a team. We are thorough in our team member hiring process, making sure that we hire people who resonate with our DNA and culture. We create team plans, protect team unity, and help each other become more effective team members. We also recognize that Chase Oaks is part of a broader team, so we partner with local churches and organizations who are committed to meeting both local and global needs.

**Rhythms: We work hard, play hard, and rest well.** We plan our work and work our plans (team plans and personal plans). We are intentional about having fun (staff events and team events), and we make sure we stay replenished (weekly day off, DAWG days, vacations, and sabbaticals).

**Learning: We are constantly learning from the past, from other organizations, and from the best practitioners.** Passport, LEAD, best practice visits, monthly development conversations with team leaders, seeking feedback often, networking, partnering, reading, and attending conferences.

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**JOB SUMMARY:**

**ESSENTIAL JOB RESPONSIBILITIES:**

**Accounts Payable**

- Enters invoices as coded by ministries, verifying documentation and approvals.
- Processes expense reimbursements, checks requests, and performs ACH bank transfers of A/P data, reviewing each request to ensure compliance with IRS regulations; prints and distributes computer-generated checks; emails documentation associated with ACH payments.
- Processes Love Fund requests as needed, frequently requiring immediate action (Staff Love Funds will be managed by payroll staff).
- Responds to staff and vendor questions regarding payments; reconciles and researches issues with vendor statements.
- Maintains vendor payment schedules and vendor files.
- Meets monthly closing deadlines, ensuring invoice deadlines are met.
- Provides credit reports and completes applications for new vendor relationships.
- Researches 1099 tax code changes and ensures compliance.
- Prepares year-end 1099 forms and maintains W-9 documentation on all vendors, researching accuracy of tax ids provided.
- Compiles data required for workers' compensation audit and maintains waiver forms from vendors.
- Processes wire transfers as needed, managing scheduled payments to international ministry partners.
- Processes journal entries and ACH postings to the General Ledger for bank charges.
- Manages and reconciles Petty Cash.
- Cross-trains on other roles within the Finance Team to assist as needed.

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**JOB PROFILE:**

**SPECIFIC SKILLS / STRENGTHS**

- High attention to detail and a commitment to following procedure
- Math-minded
- High integrity and confidentiality
- Comfortable dealing with vendors and staff

**EXPERIENCE DESIRED**

- Some bookkeeping experience preferred with a desire for growth
- Working knowledge of Excel is important

**EDUCATION DESIRED**

- High school degree
- Some college or equivalent training in accounting/finance

**SUPERVISORY RESPONSIBILITIES**

- There are no supervisory responsibilities with this role.

**LANGUAGE SKILLS**

- Ability to speak effectively and understandably on the phone

- Ability to effectively present information and respond to common inquiries regarding Chase Oaks ministries
- High attention to customer service

#### **COMPUTER SKILLS**

- Strong working knowledge of Microsoft Office, Outlook calendaring, and email
- Basic knowledge of Excel and PowerPoint
- Experienced in data entry
- Familiar with databases

#### **PHYSICAL DEMANDS**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Lifting 5-10 pounds is an occasional but essential requirement. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit, talk, or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee may be asked to bend and kneel.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.