



RENAISSANCE  
CHURCH

## Business and Finance Administrator

Job Description  
(part-time)

### Position Summary

The Business & Finance Administrator manages daily financial operations, accounts payable, donor tracking, compliance, and personnel administration for Renaissance Church. Reporting to the Director of Operations, this role ensures structural excellence and accurate data integration across all church management and accounting systems.

### Key Responsibilities

#### Financial Systems & Accounts Management

- **Oversight:** Monitor daily activity and transfers in the main church bank account alongside the Director of Operations.
- **Expense Management (Expensify):** Onboard staff, manage physical/virtual cards, perform bank reconciliations, and assist with budget coding and fraud claims.
- **Bill Pay (BILL):** Manage the digital payment workflow for vendors and volunteer reimbursements, ensuring proper coding and approvals.
- **Investments & Retirement:** Assist the Director of Operations in administration of staff 403(b) retirement accounts and oversight of the Vanguard Brokerage account for securities donations.

#### Donors & Giving

- **Platform Administration (PCO Giving):** Maintain donor profiles, communication logs, and fund settings.
- **Contribution Processing:** Oversee the collection, deposit, and record-keeping of physical and digital giving (including stock transfers, QCDs, and DAFs).
- **Compliance & Offering Team:** Generate and distribute mid-year and year-end giving statements; recruit and schedule the weekly volunteer Offering Team.

## Accounts Payable & Compliance

- **Reporting:** Submit weekly batch financial reports (giving records, invoices) to our external accounting vendor.
- **Vendor & Tax Management:** Secure staff budget approvals for invoices; track vendor W9s/COIs; and distribute annual 1099 forms.
- **Compliance:** Coordinate documentation for annual audits and filings, including Workers' Comp, PCORI fees (TaxExcise), and church property insurance renewals.

## Personnel & Office Operations

- **HR & Payroll:** Handle new-hire onboarding paperwork, track staff PTO, and process semi-monthly payroll.
- **Benefits & Background Checks:** Coordinate health benefit accounts and open enrollment; manage volunteer and staff background checks via Checkr.
- **Office Support:** Manage the physical office space (visitors, deliveries, phone/mail) and manage inventory of general supplies.

## Qualifications

- **Experience:** 3+ years in bookkeeping, financial administration, or office operations (non-profit or ministry environment preferred).
- **Tech Skills:** Proficiency with Planning Center (PCO), Google Workspace, and Adobe.
- **Core Competencies:** High attention to detail, strict adherence to confidentiality regarding financial/personnel data, and alignment with the mission of Renaissance Church.

Please email resume to John Greco at [john@renchurch.com](mailto:john@renchurch.com).