

POSITION DESCRIPTION

Title: Financial Administrator (FA)
Reports to: Minister
Date: 2/2026

FLSA Status: Hourly
HOURS: 30 hrs/week, year-round

Position Purpose

Oversight of a broad variety of financial responsibilities to ensure the smooth operations of the church. Responsible for the financial management of all the funds of the church, including operating, special funds, endowment and capital campaign.

Essential Job Functions

The following are essential job functions along with other tasks which may be assigned by the Minister or to support the continuing operations of the church business.

Financial Management: Oversight of the church's finances. Document and monitor FPBUU's financial processes to both streamline and optimize clarity. Produce clear and concise monthly financial reports for Finance Committee, Board of Trustees, Endowment Board and Staff to ensure proper allocation of incomes and expenses. Upon request, provide reports on expenditures and available funds for each area of ministry and for committees. Perform regular review of financial records to ensure that we are effectively managing our resources. Use expertise of budget and the FPBUU financial systems to advise congregants and staff on how to account for expenditures and income. Coordinate with bank and financial institutions for donations in the form of stocks and RMDs. Work with outside contractors for external financial reviews.

Bookkeeping Responsibilities: Track billing and process monthly bill payments. Process weekly check requests and communicate with Treasurer and Endowment Financial Secretary for endorsement. Download bills from auto-pay accounts. Record bank deposits, online payments and transfers in QuickBooks Online on a weekly basis. Balance and reconcile all accounts, including investment income, on a monthly basis – ensuring statements and supportive documents are available for reconciliation review. Manage credit card account, which includes downloading charges, collecting receipts, ensuring timely payment of amount due, requesting new cards, canceling cards, and resolving any discrepancies with the credit card company. Enter new budget figures annually and adjust as directed by the Treasurer. Notify Treasurer if any distribution or reimbursement request is beyond the budget.

Membership & Pledge Record Management: Oversee management of membership list and pledge records database. Records annual pledges for FPBUU members and pledging friends in our member database. Send out quarterly pledge statements or as otherwise requested. Produce pledge reports for Stewardship and Finance Committee as needed. Conduct end-of-year statements for pledge fulfillment and contact late pledges as needed to ensure timely pledge payments. Coordinate memberships and pledges with Church Administrator.

Payroll Support: Process payroll using QuickBooks Online Payroll system for both salary and hourly employees. Process timely retirement payments with Empower for employee and employer contributions. Receive, review and pay UUA Insurance bills. Ensure prompt payments of payroll taxes. Input new employee and independent contractor paperwork to QuickBooks Online. Balance payroll liability accounts.

Tax Responsibilities: Produce annual tax reports such as W-2s, 1099s, others as needed. File reports as required.

Systems Support: Purchase, track and reconcile food cards. Keep records for annual audits for workers' compensation. Timely reporting of split plate donations.

Proficient with: QuickBooks Online, Breeze membership management systems, Google: Docs, Sheets. Microsoft: Excel, Word, Publisher.