

Finance & HR Administrator

(Half-Time)



SUMMARY

The Finance & HR Administrator ensures that bookkeeping for IAC General Fund and the COSAN Church planting Fund are executed, and that HR activities for IAC are maintained in accordance with Colorado and Diocesan requirements.

HOW TO APPLY

Please send your **Cover Letter & Resume** to Pastor Peter Mayberry at peter@springsiac.org

JOB DESCRIPTION

Soul Care

- Have a day of rest (no church work) one day a week
- Meet with God each day to personally worship, pray, and be in Scripture
- Meet regularly with a soul companion (mentor, confessor, spiritual director, counselor, etc.)
- Invest in healthy relationships with family and friends
- Take 4 weeks of vacation annually with no work communication or responsibilities

Rhythms

- Meet regularly with Executive Team contact for updates, planning and encouragement
- Meet weekly with the Staff Team
- Interact with staff and congregants as needed

Supervisor, Teams & Ministry Relationships

- Meet regularly with the Pastor of Shepherding & Admin for Finance and HR discussions as your direct supervisor
- Team Participation
 - Staff team
 - Finance Team
 - Administration Team
 - Other ministry teams and their volunteer leaders as needed

Responsibilities

Alignment with IAC

- Contribute to leading the church into IAC's vision - Receiving and Releasing the Gospel that Heals-Together - within the ministries of the church
- Integrate IAC's values in your life and ministry - Relational, Authentic, Restful, Generous, Deep, Sent
- Integrate IAC's Ministry Action Plan (MAP), and the ongoing work of the Transformation Team, into your areas of responsibility as appropriate

Bookkeeping Services

- General Fund and Colorado Springs Anglican Network Bookkeeping
- Accounts Payable Services - Recording vendor bills and cutting and mailing payments as directed and agreed upon
- Process Reimbursements in the Check Request Form
- Maintain financial policies and procedure documents

Finance & HR Administrator

(Half-Time)



- Bookkeeping Services (Entries made from checks, receipts, deposit slips, etc.)
- Check Request Processing
- Process employee expenses and reimbursements
- Mail and Offering Services
 - Gather Sunday and Special service offerings
 - Pickup mail weekly at the PO. This will include General Fund (GF), Designated Fund (DF), Colorado Springs Anglican Church Planting Network (COSAN) and occasional Diocese of the Rocky Mountains (DRM) checks (do return to sender).
 - Prepare deposit scans and share with Designated Fund and DRM Bookkeeper as needed
 - Execute batch processing in Planning Center on all checks
 - Deposit all funds into the separate accounts for GF, DF, COSAN to the bank weekly (normally) by Wednesday close of business
- Online Giving Services
 - Process all giving that comes through Planning Center for IAC GF and DF
- Monthly Reconciliation Services for GF and with COSAN and DF.
 - Bank Accounts
 - Credit Card Accounts
 - Investment Accounts
- Monthly Accounting for GF and COSAN
 - Prior month closed by the 10th of the following month
 - Balance Sheet Statement prepped for review by the 12th
 - Profit & Loss Statement prepped for review by the 12th
- BI-monthly Payroll Services:
 - Payroll Preparation
 - Electronic Tax Payments
 - Quarterly Payroll Tax Services - Form 941, Unemployment, and State Returns
- Annual Payroll Tax Services - Form 940, W2's & W3's, and State Returns prepared for outside accounting service action
- Annual Financial Review preparation and participation with Treasurer
- Annual Documentation for Tax Preparation Services
- Credit Card Issuing & Troubleshooting
- Serve as the primary contact with the Banks

Human Resource Services

- New employee HR setup and orientations
- Maintenance of Employee records
- Participate as needed in employee hiring

Finance & HR Administrator

(Half-Time)



NOTES

Focus of Job Description

The Finance & HR Administrator is the primary bookkeeper for IAC and COSAN. In consultation and consistent communication with the Pastor of Shepherding & Admin, the Finance & HR Administrator will perform weekly, monthly, quarterly and yearly finance and HR tasks to ensure IAC remains in compliance with the Diocese, Colorado and Federal financial and HR laws.

Core Expectations of the Candidate

The best candidates will have:

- Active and growing personal relationship with Jesus, evidenced in action and attitude
 - Experience in bookkeeping and HR
 - Excellent interpersonal relationship skills
 - Delight in details and effective administration
 - Character and personality to be reliable, take initiative and be self-motivated
- Cooperative, healthy and motivating relationships with leaders and volunteers

IAC's CULTURE & CONTEXT

Key Commitments

The Gospel: The gospel is the story of what God has done, is doing, and will do on our behalf. Everything we do orbits this central narrative. Each week, we gather together to rest in the gospel, and scatter together to work out the gospel wherever we are. We are cognizant of the dangers of moralism and religiosity, as well as the dangers of overt rebellion against God. The younger and older brother in the Parable of the Two Sons were both lost: our greatest need is to be welcomed back into our Father's embrace.

Anglican: We are proud inheritors of the Reformational Anglican tradition and find great riches in the Anglican rhythms of Word and Sacrament.

International: We have been deeply shaped by our brothers and sisters in the Rwandan church, who adopted us in a time of spiritual homelessness, and have released us to reach our city with the gospel of Christ. Rwanda is our mission base, and Colorado Springs is our mission field.

Key Values

Relationship-focused: Although excellence in tasks is important, building relationships that reflect gospel love, especially among staff and volunteers, is primary for us and infuses every pursuit of accomplishing tasks.

Authenticity: We view suffering, failure, and brokenness as normal experiences in the Christian journey. They are not to be avoided but are the doorway through which we experience the healing of Christ.

Rest: The foundational reality of the gospel is what God has done for us, not what we do for him. We take seriously the need for rhythms of retreat, disciplines of delight, and the dangers of over-busyness.

Generosity: Disciples of Christ, as they become like him, will give generously of their time, resources, and energy. Tithing is an encouraged discipline, and is doubly practiced (20%) by IAC in our budget.

Depth: IAC seeks to avoid clichés, simplistic theology, or purely superficial relationships. We want to be open to the fullness of God, the gospel, and one another.

Sent: Our church is sent by Christ, in the power of the Spirit, as a witness to the kingdom of the Father. This work begins right where we are in Colorado Springs, and extends to the ends of the earth.