



WESTMINSTER

Presbyterian Church

Job Title: Finance and Human Resources Administrator

Location: Westminster Presbyterian Church – Charlotte, NC

Reports to: Director of Operations

Job Type: Full-time, Exempt

About Westminster Presbyterian Church

Westminster Presbyterian Church is a growing, Christ-centered church family just minutes from uptown Charlotte, NC. Our vision is to be a church who invites people to life in Christ...lived together... for the sake of others. We are committed to making disciples of all generations and cultivating relationships across generational lines within our own church family. We are a church family who values the covenant promises of baptism such that Children and Family Ministry is at the heart of who we are together.

Westminster is a member congregation of the ECO denomination- a Covenant Order of Evangelical Presbyterians.

Position Summary

The Finance & Human Resources Administrator plays a key role in maintaining and strengthening Westminster Presbyterian Church's financial systems and operations through sound stewardship, best practices, and thoughtful process improvement. This role leads day-to-day financial administration, supports contribution, expense and reporting processes and coordinates core human resource administrative responsibilities in partnership with church leadership. This position is well suited for someone who brings both precision and forward-thinking to financial operations while supporting a healthy, mission-aligned workplace. This position also supports basic human resources administration and general office administration specific to the church. Overall, this role is vital to ensuring financial processes and internal systems operate smoothly and that staff are well-supported.

Supervision & Collaboration

- Reports to: Director of Operations
- Partners closely with: operations and office staff, Pastoral staff, and Session Finance
- Receives support and feedback through: regular meetings with Director of Operations, clear task management and open discussion

Key Responsibilities

- Management of weekly collections and contributions and bank deposits.
- Monitor and administer payment transactions, invoicing and expense reimbursements.
- Administer expense recording and NCDOR sales tax refund process.
- Administer quarterly and annual contribution statement reporting

- Collaborate with Director of Operating to manage day to day invoicing portfolio ensuring timely payment for versatile portfolio of invoicing needs.
- Collaborate with external bookkeeper to provide church-side accounting entries and expense accounting.
- Support routine important activities such as annual budgeting, NCDOR sales tax refund reporting, contribution statement reconciliation and benefits processing.
- Assist the Director of Operations in leading transitions in innovative and best financial practices that impact day to day financial administration.
- Coordinate core HR administrative activities such as administering employee onboarding and offboarding, staff files and record support.

Required Skills

- Strong attention to detail and discretion with confidential information
- Flexible and able to learn and work within multiple software platforms as well as Excel to compile and administer data.
- Knowledge of various forms of non-profit contributions (general contributions, stock gifting, foundation grants, etc) preferred.
- Reliable, versatile, organized, and collaborative.
- Warm, hospitable presence aligned with the mission of the church.
- Forward thinking in nature to assist in developing best practices for financial stewardship of church resources.
- Ability to formulate, run and review financial reports

Qualifications

- Commit and endeavor to live out WPC's Vision of "Inviting people to life in Christ, lived together, for the sake of others."
- Bachelor's degree in Business Administration, Finance, Accounting or other closely related field.
- 3+ years of experience in business administration with a focus on finance and accounting administration. Experience within church or non-profit operations is preferred.
- Proficiency in Microsoft Excel, with ability to write and interpret formulas in Excel spreadsheets.
- Ability to utilize MS365 (Teams, SharePoint, Outlook, Word, Excel, PowerPoint, Etc)
- Experience with ADP or similar timekeeping management systems and some experience with HR administration is preferred.

Physical Requirements

- Ability to sit at a desk for extended periods of time.
- Ability to handle light to moderate lifting for activities such as moving files, small packages, or office supplies
- Possess fine motor ability to operate computer and including keyboard and mouse/ monitor, telephone, printer, and other office equipment

Compensation, Benefits and Work Schedule

- Pay: \$55,000-\$65,000 annually commensurate on level of experience
- Work Schedule: Onsite Monday through Friday, in accordance with Church office hours (M-Th 9 AM – 4 PM, Friday 9 AM-12 PM).
- Medical and Group Insurance Benefits
- 403(b) participation
- Paid Time Off
- Candidate approval subject to background check