



Financial & Office Administrator

Haywood Street Congregation is a United Methodist mission church and faith-based nonprofit whose mission is: *Relationship, above all else*. We pursue our mission in the context of programs that help address the needs of individuals experiencing homelessness or at risk.

The Financial & Office Administrator is responsible for handling all aspects of the organization's financial recordkeeping, including but not limited to entering accounts payable and receivable, reconciling net asset accounts, generating financial reports, and ensuring compliance with regard to financial and legal matters. They are the primary point of contact for all banking and insurance relationships as well as the 3rd party payroll administrator. Equally important, they are often the first point of contact for Companions, Friends and others coming to the Haywood Street office for a wide range of reasons. Their ability to live into our relationship-oriented mission and vision is paramount.

Direct supervisor: Director of Human Resources & Staff Wellness

Specific duties and responsibilities:

- **ACCOUNTS PAYABLE, RECEIVABLE, AND DEPOSITS:** Responsible for weekly preparation and distribution of accounts payable and for maintaining updated policies and procedures for deposits and payables. Also responsible for accurately posting line items to general ledger and monitoring cash flow to ensure solvency. Responsible for maintaining the Quickbooks chart of accounts and completing journal entries when needed, according to established protocols. Complete month end and year end closing.
- **PAYROLL:** Responsible for semi-monthly payroll administration including communicating with 3rd party payroll processor. Also responsible for 403B employer retirement plan administration.
- **BANKING & INSURANCE RELATIONSHIPS:** Establish and maintain organizational bank accounts, ensuring that accounts remain within limits for FDIC protection. Manage insurance relationships, including policy renewals. Maintain vendor information, including W-9 forms.
- **FINANCIAL REPORTS:** Reconcile monthly credit card and bank statements and related transactions. Prepare monthly financial reports for the board including clear

documentation of restricted funds. Provide support to other staff regarding expense tracking, budgeting and grant reporting.

- FINANCE COMMITTEE: Participate with the Finance Committee including attending regular meetings.
- FINANCIAL AND LEGAL COMPLIANCE: Work with outside CPA to facilitate annual audit of the organization and ensure utilization of best practices for bookkeeping. Complete paperwork required by the Secretary of State, IRS, NC Department of Revenue and other agencies to maintain compliance with applicable laws and regulations. File withholding, unemployment, and 1099/1096 paperwork at or before deadlines. Maintain all refundable sales tax records and submit refund requests semi-annually to NCDOR.
- STORAGE OF FINANCIAL RECORDS: Maintain the systematic retention, storage, transfer, protection, retrieval, and disposal of financial records.
- MANAGE THE CASH FLOW POSITION OF THE ORGANIZATION: Responsibilities include establishing credit, purchasing policies, establishing schedules for payment of bills and financial obligations.
- ADMINISTRATION OF OFFICE EQUIPMENT AND SUPPLIES. Support staff with troubleshooting office equipment and phones. Engage outside support from qualified technicians as needed. Order office supplies.
- OTHER DUTIES INCLUDE BUT ARE NOT LIMITED TO: attending to miscellaneous administrative tasks, such as charge conference information and reporting requirements imposed by The United Methodist Church or funding agencies including Manna Food Bank and the USDA Food Program.

Qualifications:

- Bachelor's degree in Accounting, or related field, with 2+ years of hands-on accounting experience OR Associate's degree in related field with 4+ years of hands-on accounting experience OR other equivalent combination of education and experience.
- Experience with nonprofit accounting.
- Technically proficient with Quickbooks, Excel and Google Suite.
- Strong attention to detail and highly organized.
- Excellent verbal and written communication skills.
- Team player with ability to work independently
- Understanding and acceptance of Haywood Street Congregation mission and vision
- Ability to work within a diverse community and appreciate different perspectives

Work Environment & Conditions:

This is a 40 hour per week position. The Financial & Office Administrator will maintain an office at the organization's main office location and will keep regular office hours.

How to apply:

Send cover letter and resume with three professional references to Haywood Street Congregation, PO Box 2982, Asheville NC 28802 or by email to haywoodstreet@haywoodstreet.org.

This position will be open until filled. Ideal start date of December 1, 2022.