

Assistant Finance Officer

POSITION DESCRIPTION Episcopal Church of the Redeemer

The Assistant Finance Officer is a ministry position that supports the mission and stewardship responsibilities of the Episcopal Church of the Redeemer by ensuring accurate, transparent, and well-controlled financial operations. This role recognizes that faithful financial administration is an essential expression of the Church's call to promote love, justice, and peace.

Reporting to the Minister for Building Community, the Assistant Finance Officer works in close collaboration with the Treasurer, clergy, staff, and lay leadership (including the Vestry, as appropriate) to support sound fiscal management for both the Church of the Redeemer and the Redeemer Preschool, consistent with church canon, nonprofit accounting standards, and best practices in church financial administration.

Primary Responsibilities

Financial Accounting & Fund Management

- Maintain the General Ledger for the Church of the Redeemer and the Redeemer Preschool using nonprofit fund accounting principles.
- Prepare and post journal entries accurately and in a timely manner, ensuring proper classification of restricted and unrestricted funds.
- Maintain supporting documentation for all transactions to ensure audit readiness and financial transparency.
- Prepare clear explanations of financial activity, variances, and account balances as needed.

Financial Reporting & Governance Support

Prepare accurate monthly financial statements, including Income Statements, Balance Sheets, and variance reports, for review by the Treasurer and Minister for Building Community.

- Support the Treasurer in providing meaningful financial information to the Vestry and other governing bodies.
- Assist with preparation of year-end financial statements, schedules, and summaries for the Annual Parish Meeting.

Budgeting & Stewardship

- Support the development of the annual operating budget in collaboration with clergy, staff, Treasurer, and ministry leaders.

- Track budget performance throughout the year and communicate trends, variances, and available balances to ministries and leadership.
- Maintain the pledging system, ensuring accurate recording of pledges and gifts, and provide regular stewardship updates to designated staff and leadership.
- Support a culture of faithful stewardship by ensuring financial information is timely, clear, and reliable.

Accounts Payable, Cash, & Internal Controls

- Administer the accounts payable system, ensuring all expenditures are properly approved and supported in accordance with established internal controls.
- Prepare weekly check disbursements for authorized signatures, maintaining appropriate segregation of duties.
- Reconcile all checking and operating accounts monthly, promptly identifying and resolving discrepancies.
- Oversee staff credit card activity, ensuring proper documentation, coding, and monthly reconciliation.

Compliance, Audits & Church Reporting

- Complete the financial sections of the Episcopal Church's Parochial Report accurately and on schedule.
- Coordinate and execute the annual internal audit in accordance with church best practices and Vestry expectations.
- Ensure compliance with applicable financial policies, diocesan requirements, and nonprofit accounting standards.

Records Management & Administrative Support

- Maintain organized, secure, and confidential financial records in accordance with retention policies and best practices.
- Assist with financial aspects of onboarding new staff, including completion of required forms and documentation.
- Prepare spreadsheets, schedules, and reports to support decision-making, audits, and special projects.
- Perform other finance-related duties as assigned in support of the parish's mission.

Required Experience and Qualifications

- Demonstrated knowledge of accounting principles and practices, preferably in a church or nonprofit setting.
- Experience with budgeting, financial reporting, and general ledger accounting.
- Familiarity with nonprofit or fund accounting concepts (e.g., restricted vs. unrestricted funds).

- Proficiency with accounting software and Microsoft Excel and Word.
- Clear understanding of debits, credits, internal controls, and reconciliation processes.
- High level of attention to detail, accuracy, and confidentiality.
- Strong organizational skills and ability to manage multiple responsibilities independently.
- Ability to work collaboratively within a ministry-centered environment and communicate effectively with staff and lay leadership.

Governance & Accountability

The Assistant Finance Officer functions within the governance framework of the Episcopal Church and the parish's established financial policies, recognizing the distinct roles of staff, clergy, the Treasurer, and the Vestry.

- The Assistant Finance Officer supports, but does not replace, the fiduciary responsibilities of the Vestry, Treasurer, and Rector.
- Financial records and reports prepared by the Assistant Finance Officer are subject to review by the Treasurer and Minister for Building Community and, as appropriate, the Vestry.
- The role operates in alignment with:
 - Vestry-approved financial policies and procedures
 - Diocesan financial reporting and compliance requirements
 - Generally Accepted Accounting Principles (GAAP) for nonprofits and church best practices
- The Assistant Finance Officer collaborates closely with the Treasurer to ensure that:
 - Financial information presented to leadership is accurate, timely, and clearly explained
 - Internal controls are maintained and documented
 - Financial decisions support the mission and long-term sustainability of the parish
- The Assistant Finance Officer plays a key supporting role in parish transparency by ensuring financial records are complete, organized, and accessible for audits, Annual Meetings, and canonical reporting.
- The role supports, but does not independently conduct, policy-level decisions related to financial strategy, investment management, or major expenditures, which remain the responsibility of the Vestry and Rector.

Authority & Limits

The Assistant Finance Officer is granted appropriate authority to carry out assigned responsibilities efficiently while operating within clearly defined limits to ensure strong internal controls and accountability.

Authority

- Authorized to:
 - Maintain accounting systems, financial records, and ledgers
 - Prepare financial statements, reports, schedules, and reconciliations

- Process approved check requests and electronic payments in accordance with established procedures
- Communicate routine financial information to staff and ministry leaders
- Access financial systems, bank statements, and church financial records as required for job duties
- May recommend process improvements or internal control enhancements to the Minister for Building Community and Treasurer.

Limits

- The Assistant Finance Officer does **not** have authority to:
 - Sign checks or authorize electronic payments independently
 - Approve expenditures, contracts, or budget changes beyond established thresholds
 - Commit the parish to financial obligations or agreements
 - Make unilateral decisions regarding investments, compensation, or major financial policy matters
- All expenditures, disbursements, and financial actions must adhere to:
 - Vestry-approved budgets
 - Established authorization and approval processes
 - Segregation of duties principles

The Assistant Finance Officer is expected to escalate concerns, discrepancies, or potential control issues promptly to the Minister for Building Community and Treasurer, supporting a culture of integrity, transparency, and fiduciary responsibility. This position is expected to require approximately 20–25 hours per week, depending on ministry and organizational needs.

Contact: Minister for Building Community, Debbi Alsfelder at debbi@redeemer-cincy.org