



Finance Coordinator

Crossroads United Methodist Church

We are a vibrant faith community located in Ashburn, VA. Our mission is to communicate the unconditional love of God, unlimited welcome of Jesus and an unwavering hope of transformation to people both inside and outside the walls of the church. To fully realize this vision, we are seeking an open-minded, passionate Finance professional to perform all accounting functions and financial reporting to meet the requirements of the Crossroads' Finance Team, Board of Directors, and the United Methodist Church.

Reports to

Operations Director

Job Overview

To fully realize this vision, we are seeking an open-minded, passionate finance professional to perform all accounting functions and financial reporting to meet the requirements of the Crossroads' Finance Team, Board of Directors, and the United Methodist Church.

This is a part-time position with flexible work hours, Monday-Friday.

Responsibilities and Duties

- Maintain Crossroads Church, HOPE Preschool, and multiple church Ministry books, records and funds and a sound system of internal financial controls
- Learn and use ACS Financial Suite for all accounting and reporting.
- Manage and develop reporting outside of ACS when necessary primarily via Excel.
- Present reports to Crossroads' Finance Team and Church Leadership Staff
- With guidance from Finance Team and Operations Director, document processes and procedures for payroll, expense controls, and other finance functions as needed
- Account for all contributions and payments of fees.
- Oversee timely processing and depositing of all church receipts.
- Manage Accounts Payable, ensuring the accuracy of all checks, reimbursement requests and multiple credit and debit card accounts.
- Collect, approve, manage timesheets from hourly staff.
- Maintain general ledger accounts, balance sheet, income statement and reconcile bank accounts and accounts
- Process payroll for Crossroads and HOPE preschool (60-80 mostly PT employees)
- Administer Payroll taxes, Health Benefits, and Crossroads' 403B Program and contributions
- Track Employee PTO
- Monthly financial reporting to the Finance Team
- Create and send out quarterly Giving Statements to congregation



- Submit 941s and File all government/state required reporting.
- Prepare for annual Church audit, Worker’s Compensation audit, and Health Insurance audits
- Provide Annual Budget support as needed
- Develop budgeting template and maintain annual budget and reporting.
- Manage all year-end reporting (W-2’s, stewardship statements, new files, etc.)

Job Qualifications

- 3 years minimum accounting experience required, undergraduate degree in Accounting or Finance preferred
- Previous work experience in a non-profit or church environment preferred
- Experience using accounting software such as QuickBooks (our system is a proprietary church software called “ACS” – if you have this experience, even better!) and Excel
- Be flexible with seasonal work responsibilities (Holidays, year-end reporting, Preschool Calendar, Church fundraising/mission dates, etc.)
- Resolve any questions received from and serve the congregation, church staff and Finance Team

*To apply for this position, please email Steve Sergi at ssergi@warriorsrecruiting.com with resume, and list of three references.