



Job Description

Position: Financial Coordinator

Purpose: To carry out the mission of Riverside, “To know Jesus Christ and to make Christ known to all” in providing leadership and oversight to the financial operations of the ministry.

Qualifications

- Disciple of Jesus Christ.
- A leader who demonstrates a consistent life of integrity and humility (1 Timothy 3:1-12 and Titus 1:6-9).
- Embraces Riverside’s Mission, Core Values, and Statement of Faith.
- Committed to the Biblical design for ministry leaders to equip God’s people to do His work (Ephesians 4:11-13).
- 5+ years of experience in accounting and/or financial management.
- Strong understanding of financial management, accounting software, payroll, and IRS practices.
- Excellent relational, verbal communication, strategic thinking, and team building skills.
- Passion for camping ministry and understanding of the importance of partnering with the ministry of the local church.

Responsibilities

Financial Oversight

- Develop annual budget for the ministry with the Executive Director.
- Reconcile finances monthly and provide monthly reports to Executive Director and Board Treasurer.
- Provide recommendations for camp investment/endowment allocations with Executive Director.
- Ensure transparency of all financial reporting with audit committee/external auditor.

Pricing of events and goods

- Develop pricing structure for all camps/retreats/rentals
- Review costs of all events/retreats and make any necessary adjustments for future events/retreats
- Work with team to develop accurate costs for all goods/services provided (camp store, coffee shop, meals, rentals, activities, ranch)

Accounts Payable

- Responsible for all accounts payable from receipt to payment.
- Enter all bills into Accounting Software.
- Responsible for all necessary W9 tracking of all vendors.
- Pay bills weekly after approval from Executive Director.

Accounts Receivable

- Responsible for oversight of all accounts receivable.
- Responsible for all invoicing for retreat groups
- Responsible for recording all incoming moneys for camps/retreats
- Responsible for all petty cash reconciling

- Responsible for logging all incoming gift donations into accounting software and donor software

Payroll/Benefits

- Payroll
 - Responsible for bi-weekly payroll processing
 - Responsible for compiling hours worked/deductions needed
 - Responsible for compiling all W-2's for employees
 - Responsible for all quarterly filings/payments
- Health Insurance
 - With direction from Executive Director, select effective Health Care plan annually for staff and administrate the plan
 - Administrate Flex Spending Account plan.
 - Administrate Health Reimbursement Account (HRA) as needed
- SIMPLE IRA
 - Administrate Simple IRA match for full time employees

Liability/Multiperil Insurance

- With direction from Executive Director, select appropriate Insurance coverage for camp
- Complete annual Worker's Compensation audit

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- Maintain all necessary reporting/documentation for our non-profit status with the federal government

Other Responsibilities

- Assist Executive Director with any other duties as directed.
- Assist with check-in/out at major fundraising events.
- Assist with donor tracking/thank yous/follow-ups needed with Executive Director
- With the rest of the year around team, provide support as needed in other areas.

Position Hours and Schedule

- This position is a paid full-time position with benefits.