

Finance and HR Specialist

Job Title: Finance and HR Specialist
Department: Operations
Reports to: Operations Director
Status/Hours: Part Time – 25-32 hours

POSITION SUMMARY

The Finance & HR Specialist serves as a key member of the Operations Team, working closely with the Operations Director to support the financial and human resource functions of First Church with integrity, accuracy, and confidentiality. Through faithful stewardship of church resources and the development of healthy staff systems and processes, this role helps advance the mission of First Church: A community of unfinished people being equipped to share the hope of Jesus in a broken world.

This part-time position requires the ability to work professionally and independently while contributing to a positive, collaborative team culture. Key responsibilities are outlined below.

ESSENTIAL JOB RESPONSIBILITIES

- Finance
 - Serve as the primary liaison between the church and the outsourced accounting firm, WatersEdge
 - Coordinate the flow of financial information, documentation, and reporting between WatersEdge and First Church staff
 - Review monthly financial reports for accuracy and clarity before presenting them to the Operations Director
 - Assist the Operations Director in budget preparation and ongoing budget monitoring
 - Oversee accounts payable processes and ensure timely vendor payments
 - Assist Operations Director in monitoring cash flow and financial procedures to maintain strong internal controls like approval of expenditures and cash handling procedures
 - Ensure contributions are properly recorded in Rock and year-end giving statements are distributed
 - Maintain organized and secure financial records of receipts, invoices, payrolls, and monthly reports
- HR
 - Coordinate payroll and QSEHRA benefits administration
 - Serve as the primary contact for disability insurance claims and workers' compensation claims, walking alongside employees with clarity, care, and

- timely communication
 - Oversee onboarding and offboarding processes with warmth and clarity
 - Maintain personnel files and ensure confidentiality
 - Track PTO, leave, and employment records
 - Support hiring processes including job postings and offer documentation
 - Assist in maintaining and updating employee handbook and policies
 - Ensure compliance with employment regulations
 - Serve as a trusted point of contact for staff questions related to HR matters
- IT
 - Manage relationships with IT vendors, including contracts, renewals, support coordination, and service performance.
 - Coordinate technology purchasing, software licensing, IT assets, and equipment lifecycle management.
 - Process IT-related invoices, maintain vendor records, and assist with technology budgeting and expense tracking.
 - Support employee technology onboarding/offboarding and coordinate system updates and maintenance with IT partners.

POSITION QUALIFICATION REQUIREMENTS

Spiritual Gifts Helpful For This Position

- Administration
- Helps
- Service
- Encouragement
- Discernment

Character Traits Needed For This Position

- Personal Relationship with Jesus
- High relationship skills
- Humble, Flexible, Teachable and Trustworthy
- High Integrity
- Authentic and consistent in his/her own spiritual walk and relationships
- Ability to keep information confidential
- Good people skills – Team player
- Self-directed – Takes initiative
- Heart for the needs of the congregation and a spirit that is willing to serve
- Proactive at problem solving

Necessary Skills and Attributes

- Highly administrative
- Detail oriented

- Analytical
- Strong interpersonal skills
- Aptitude for database systems, comfortable with Microsoft Office
- Time management skills to meet deadlines
- Ability to multitask
- Oral and written communication skills – ability to communicate financial information clearly to non-financial leaders

Required Education and Experience

- Bachelor's degree in Accounting, Business Administration, Human Resources, or related field preferred
- 2-3 years of experience in finance, HR, or church administration