



# Position Available at Grace Polaris Church

## **POSITION TITLE**

Financial Specialist

## **WORKING HOURS**

Full-Time

## **SALARY RANGE**

Compensation for this position is based on education and/or experience.

## **DESCRIPTION**

Grace Polaris Church exists to honor God by multiplying devoted followers of Jesus through worship, community, training, and witness. The finance department supports this mission by ensuring faithful stewardship of the resources God has entrusted to our church and ministries.

The Financial Specialist plays a key role in providing accurate financial reporting, maintaining strong internal controls, and supporting ministry leaders with timely, actionable financial insights. This position is ideal for someone who enjoys detailed work, problem-solving, and improving systems to better serve the church family.

## **FOCUS**

The Financial Specialist is responsible for complex financial analysis, customized reporting, and ensuring the technical accuracy of financial data across the church and Early Childhood Center. This role also serves as a subject matter expert for the church's financial software and supports budget management, audit preparation, and departmental modernization efforts.

## **TEAMWORK**

The Financial Specialist works under the supervision of the Director of Finance and collaborates closely with finance team members, church staff, ministry leaders, and external vendors. While much of the work is done independently, the role requires strong communication and coordination to support church-wide financial operations.

## RESPONSIBILITIES

- Manage all church cash receipts, including offerings, contributions, and Early Childhood Center tuition
- Process, record, and deposit funds using QuickBooks and Remote Deposit Capture
- Maintain accurate financial records and generate reports in accordance with retention policies
- Oversee the full accounts payable process, including invoice coding, payments, and vendor maintenance
- Reconcile credit card activity, recurring payments, and sales tax obligations
- Manage Early Childhood Center tuition billing, monthly statements, reminders, and payment processing
- Record and track monthly receivables using data from Procare and QuickBooks
- Prepare and post recurring journal entries and maintain supporting spreadsheets
- Update and maintain master budget worksheets, weekly giving estimates, and approved budgets
- Prepare audit documentation, maintain schedules, and serve as a liaison to external auditors
- Complete year-end duties, including 1099 forms and annual Early Childhood Center tuition statements
- Support modernization and automation initiatives within the finance department
- Maintain payroll records in Paycom and prepare semi-monthly payroll
- Provide financial and administrative support to staff, ministry leaders, members, and attenders
- Maintain fixed asset inventory, vendor contracts, exemption certificates, and special event receipts
- Note: Responsibilities may be shared with other Finance team members

## QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or related field
- Minimum of five years of church or nonprofit accounting experience
- Thorough knowledge of fund accounting (ASC 958) and GAAP
- Proficient in QuickBooks, Microsoft Excel, and other modern accounting tools
- Strong analytical abilities and high attention to detail
- Excellent organizational and communication skills
- Ability to maintain confidentiality and work collaboratively in a ministry environment
- Strategic problem-solving mindset with the ability to think beyond day-to-day transactions
- Affirms and embodies the beliefs and values of Grace Polaris Church
- Is a member or willing to become a member of Grace Polaris Church

## INSTRUCTIONS

If you are interested in joining our team in this position, please fill out the application for employment online or download the application and email it to Human Resources Director Mindee Berg ([Mindee.Berg@GracePolaris.org](mailto:Mindee.Berg@GracePolaris.org)).