



Part-time Financial Administrator

Job Title: Part-time Financial Administrator (20 hrs/wk)

Reports to: Executive Director

Timeframe: December 2026–February 2027

We're a group of people who worship together, pray together, serve together, and live day-to-day life together. We believe that church is community. It's more than just a place to show up on a Sunday; it's the messiness of real life. When people are connecting to God and experiencing what it means to be loved, forgiven, healed, and empowered by Jesus Christ through the Holy Spirit, church is happening. Above all, church is a foretaste of God's Kingdom—a day when all that is broken will be healed, all that is incomplete will be made whole, all that is old will be made new. A day of Restoration.

We are broken people being restored by grace and living God's story.

Position Summary

The Financial Administrator is responsible for managing day-to-day church finances. This is a temporary position for the duration of the Director of Operations' maternity leave. Training will take place in November, at which point the Financial Administrator will slowly assume the Director of Operations' tasks until fully taking over upon the beginning of her leave. Under the direction of the Executive Director, the Financial Administrator will ensure all financial processes are executed and records maintained. He or she will assist with other operational tasks as assigned.

Key Responsibilities

FINANCIAL ADMINISTRATION

- Manage accounts receivable and payable by overseeing the money that comes in each week and liaising with bookkeeper to ensure bills are paid
- Maintain accurate, up-to-date digital files documenting expenses
- Oversee administration of church credit card, ensuring all transactions are documented and coded correctly in a timely manner
- Schedule and lead monthly count of cash and check offering with finance team members
- Equip staff with information necessary to track their spending and departmental budgets
- Alongside treasurers and bookkeeper, review monthly financials for accuracy
- Church management software: update information as needed by bookkeeper and support members in online giving troubleshooting
- Facilitate the closeout of year-end giving, including issuing 2025 giving statements
- Other operational tasks as assigned

Position Requirements

- Ability to work independently toward a vision. Specifically, ability to work in a small and quiet office during weekday hours, supporting a mission that comes to life most palpably on Sundays
- Demonstrated ability to work well with others on both small and large teams
- A clear, personal, mature, articulate relationship with Jesus Christ expressed in a personal, corporate, vibrant, and infectious life of worship
- Excellent organizational skills, orientation to detail, written and verbal communication skills
- Demonstrate ability to use tact and discretion; ability to maintain confidentiality of information and other related matters required
- Technical acumen and ability to learn new systems and software. Proficiency with Microsoft office suite
- Strong time-management and multi-tasking abilities, and self-starter skills
- Bachelor's Degree or equivalent experience in related job activity

To Apply: Submit your cover letter and resume to personnel@restorationarlington.org,
Attn: Callie Goyer