



The Presbytery of Geneva is a regional ruling body consisting of the clergy and representative elders from Presbyterian Church (U.S.A.) congregations within the Finger Lakes region of New York.

Our Mission: *The Presbytery of Geneva lives to support and equip congregations and leaders to be Christ in the Finger Lakes and the world.*

Our Vision: *Radiating the light of Christ, the Presbytery of Geneva thrives as a community of servants, lifting up every congregation and leader in ministering together*

Portfolio Description

FINANCIAL SUPPORT SERVICES

(approved by Committee on Operations on Aug. 12, 2020)

PURPOSE: to provide administrative support to the Presbytery in specified financial functions.

RESPONSIBILITIES:

Strategic and tactical work for which this role is accountable:

- MANAGE accounts receivable and payable, and some general bookkeeping, maintaining internal financial controls.
- ASSIST bookkeeper in preparing for annual audit.
- WORK collaboratively with Bookkeeper, Camp Director, Administrative Support Services, and Presbytery Leader.
- INTERFACES with Treasurer and Missions and Grants Committee as necessary.
- PICKS up and distributes mail.
- ASSUME other duties as assigned by the Head of Staff.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Capabilities and traits essential to perform satisfactorily

- A quick-learner, self-motivated, and organized
- Service oriented
- Technical skill and aptitude, including proficiency with Microsoft Office programs, and Quickbooks.
- Able to maintain confidentiality

EDUCATION AND EXPERIENCE

- Associate degree (or equivalent) or higher preferred
- At least 2 years of experience with bookkeeping or financial management responsibilities

DECLARATION OF STATUS: This is a 12 hour per week, part-time, non-exempt position

ACCOUNTABILITY: The person providing Financial Support Services is supervised by the Head of Staff and accountable to the Operations Committee of the Presbytery.