

**Hot Metal Bridge Faith Community**  
2700 Jane Street, (Southside) Pittsburgh, PA 15203  
Contact: (412) 481-4010

**Position: Financial Secretary (Part-Time)**

**Purpose:** To provide accurate and consistent accounting of expenses and donations to Hot Metal Bridge Faith Community.

**Accountability:** Pastor, as head of staff and church council

**Responsibilities:**

Include but are not limited to:

*Weekly responsibilities:*

- Record incoming donations: checks, cash, and on-line donations, and make related bank deposits scan deposit and record payables using Quickbooks software
- Balance checkbook and transfer funds as necessary
- Pay and properly record bills by expense category
- Answer questions by phone and email regarding financial books and records

*Monthly responsibilities:*

- Reconcile Bank accounts and Investment account statements
- Create and record all journal entries
- Record and monitor Grant payments, notify Finance team if expected support is not received
- Generate previous month's financial reports for finance and council
- Run payroll for W2 employees and pay 1099 employees

*Quarterly responsibilities:*

- Prepare forms and pay local payroll taxes

*Yearly responsibilities:*

- Prepare donor contribution statements for individual contribution records in accordance with due dates
- Prepare and delivery W-2 statements and 1099's by February 1 of following year

**Requirements:**

- Bachelor's degree in accounting or equivalent field.
- Experience in fund accounting required.
- Understanding of Financial Statement accounting include Income statement preparation, Balance Sheets and Cash Flow statements
- Fluency in Quickbooks Desktop and Quickbook Payroll
- Ability to obtain Act 33/34 clearances

**Availability:**

This is a part-time position that generally requires about 5-10 hours per week with more time required at year end.

The Financial Secretary is considered an Independent Contractor. No taxes will be withheld. An IRS 1099 form will be provided by Hot Metal Bridge Faith Community.

**Compensation:** \$20.00/hr

Interested parties should submit a resume to: svm621@gmail.com - Subject: Financial Secretary