

Catholic Community at Relay

Finance Minister

Description & Responsibilities

The Finance Minister works closely with the Administrator to oversee and maintain the ongoing financial responsibilities of the community, in addition to carrying out on-site administrative tasks. The Finance Minister can be reached at finance.ccrelay@gmail.com.

Responsibilities

Daily:

- Track church expenditures and check bank account balances;

Weekly:

- Ensure secure handling and depositing of funds (weekly offertory contributions);
- Meet with Administrator to discuss upcoming bills and monitor budget adherence

Monthly:

- Payroll - Generate the monthly paychecks for our employees;
- Reporting - Work with the Administrator to generate the monthly reporting for the Steering Committee meetings. Generally this will include the fiscal YTD Budget vs. Actual;
- Investment Account Review - Maintain a minimum level of review of our various investment accounts (i.e. Bank and Schwab account);

Annually:

- Budget Setting Process - Work collaboratively with the Administrator to assess previous year's budget (vs. Actual) to determine new fiscal year overall Ministry budgets. Generally in the July/August timeframe. Convey budgets to Ministry Leaders;

- Generate W-2s for employees. File appropriate reports to Social Security and the State;
- On an ad-hoc basis, the Finance Leader will be called upon to provide updates, answers, and general support to CCR's other Ministry Leaders.