



ARMITAGE
BAPTIST CHURCH

Armitage Baptist Church *is a multicultural church in Logan Square, Chicago with a vision to multiply disciples of Jesus in the cities of the world.*

Our Values

The Transforming Power of God's Word - We prioritize learning and applying the principles of scripture because it teaches us truth and empowers genuine change in our everyday lives.

God's Supernatural Work Among Us - We prioritize prayer and take bold steps of faith because we've experienced powerful works of God in the past and we have faith He will continue to work in our midst.

Servanthood - We focus on serving others and placing their needs above our own because it is the fullest expression of love. It is the reason Jesus gave his life to pay for our sins.

Personal Connection - We emphasize community and connectedness because God created us to function best in a caring spiritual environment with healthy, Christ-centered relationships.

Diversity - We celebrate racial, ethnic, cultural, socioeconomic, and other forms of diversity because we learn from our differences and our lives are made richer as we grow and appreciate all God has created.

Urban Ministry - We focus on reaching cities with God's message of hope because urban areas comprise the largest proportion of unmet spiritual and physical needs in the world.

Finance Coordinator – Job Description

Armitage Baptist Church is currently seeking a Finance Coordinator to join the team on a part-time (10-15 hours per week) basis. The work for this role can largely be done remotely (work from home), while maintaining at least one day in the office.

The Finance Coordinator with Armitage Baptist Church reports to the Operations and Media Director (OMD) and is tasked with bookkeeping and supporting the leadership of the Church with financial planning. The Finance Coordinator is responsible for managing the financial health of the Church and all matters related to its budget and expenditures, including preparing, documenting, and processing the financial transactions and payments of the Church, contributions by members, congregants, and partners, as well as providing any information that is required to ensure the Church maintains its legal and tax compliance records.

The hourly rate for this position is \$22/hour.

Responsibilities:

- Document and track financial transactions on behalf of the Church using Quickbooks Online platform.
- Conduct the weekly offering count each Monday or Tuesday alongside another person.
- Make weekly bank deposits of offerings.



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- Provide the Council of Pastors with weekly reports on budgeted spending and income/contributions.
- Reconcile offerings to bank deposits.
- Process check requests, reconcile bank accounts, and ensure accuracy of financial statements.
- Manage online payments for event registrations with Planning Center Online.
- Facilitate payments to vendors.
- Assist the OMD, Council of Pastors and the Executive Board in budget preparation each year.
- Assist the OMD with overall financial administration and payroll.
- Process bi-weekly payroll via ADP.
- Prepare graphs/spreadsheets to monitor and project long-term financial trends.
- Maintain financial and tax files.
- Assist the OMD, Council of Pastors and Executive Board by advising on church compliance with all tax and legal regulations, including 501c3 tax exempt status, 1099 designations, self-employed status, property tax exemption forms, Form 990, and responding to IDES/IRS/IDR correspondence, etc.
- Communicate with the OMD, Board Treasurer and the Council of Pastors regarding existing and new business relationships with vendors, third parties and/or outside consultants.
- Prepare individual member contribution annual statements with timely information on contribution and other special offerings while maintaining confidentiality of donor information.
- Complete yearly closing procedures, such as closing out the fiscal year and recording depreciation.
- Check the records quarterly and keep records in good order for an annual audit.

Minimum Requirements:

- Associate degree/Certificate or equivalent experience in accounting or related field.
- At least one year of accounting or bookkeeping experience in a given organization, non-profit organization preferred.
- Understands and is acclimated to church culture, service, and its demands.
- Member in good standing at church of like faith and open to transferring membership to Armitage Baptist Church to participate in church body life (preferred, but not required).

Please send cover letter and resume/CV to Melanie Perez, Operations & Media Director at: melanie.perez@armitagechurch.org