



PO Box 282
Paradise, PA 17562
717-687-9594
www.thefactoryministries.com

Job Title: Finance Administrator
Reports to: Sr Director of Operations
Classification: Part-Time
Salary Range: Hourly
Schedule: 18-22 hours/week

Overview of The Factory Ministries

The Factory Ministries is a Christian social service agency that is committed to serving individuals facing poverty within the Eastern Lancaster County area. By serving as a hub to connect needs with resources, The Factory Ministries is empowering people to overcome their circumstances and strengthen their community. To The Factory, everyone's journey matters!

Job Overview

The Finance Administrator accurately logs, deposits, and provides the organization with financial reports to ensure the fiscal integrity and sustainability of The Factory Ministries.

Duties and Responsibilities

- Finances
 - Oversees Cash Flow management
 - Prepare deposits
 - Match entries in QuickBooks On-line (QBO)
 - Maintain financial records and reconciliation for all transactions
 - Prepare weekly report for Executive team to review revenue and expenses
 - Coordinate Audit activities
 - Other financial duties as needed or able to complete
- Accounts Payable
 - Complete payments and control expenses by receiving payments plus processing, verifying and reconciling invoices.

Qualifications

- Be a Christ follower
- Commit to The Factory Ministries mission, vision, culture, beliefs, and policies
- BS in finance or Work equivalent experience
- Have proficient to advanced knowledge of MS Office, QuickBooks On-line, bookkeeping, and excellent data entry skills.
- Adhere to professional code of ethics and confidentiality.
- Be a self-starter, flexible, and dependable with a high capacity of work ability.

Direct Reports

- None

“Because everyone's journey matters.”



THE FACTORY MINISTRIES

empowering others to strengthen their community

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Approved by:	
Submitted by:	
Date approved:	
Reviewed:	