



DISCIPLES CHURCH EXTENSION FUND JOB DESCRIPTION

Job Title: Financial Services Coordinator (Accounting)
Classification: Full-Time, Exempt
Reports to: Controller
Location: Hybrid, Indianapolis, Indiana

ORGANIZATIONAL OVERVIEW:

At Disciples Church Extension Fund, a faith-based nonprofit organization, we empower congregations to build vibrant, impactful ministries by providing ministry, financial resources, and expertise. As a general ministry of the Christian Church (Disciples of Christ) in the United States and Canada, we are committed to serving with integrity, excellence, and a deep sense of partnership. *We believe in creating Holy Places where communities connect with God and each other.*

Join us and make a tangible difference in the lives of congregations everywhere.

SUMMARY: As the Financial Services Coordinator in Accounting, you will have a vital role in ensuring the correct implementation of accounting procedures. Guided by the Controller, you will handle essential bookkeeping and accounting tasks for the Financial Services team, including efficiently processing accounts payable (AP), receivables (AR), and reconciliations. Additionally, you will ensure transactions are processed promptly within our financial systems and conduct transaction research when necessary.

KEY RESPONSIBILITIES:

- **Accounts Receivable & Income Management:** Oversee incoming payments, manage returned loan payments, and handle loan and investment income. Process daily ACH transactions, donations, and other income, manage ACH collections, and monitor outstanding invoices to ensure timely payments.
- **Accounts Payable & Expense Management:** Process vendor payments, accounts payable, and expense reports, maintaining accurate related documentation. Electronically file all AP documentation, expense reports, journals, and portfolio statements. Maintain petty cash. Oversee 1099-MISC accounts while ensuring W-9 compliance.
- **Banking & Reconciliations:** Process account reconciliations and banking transactions, perform bank account and other balance sheet reconciliations, manage credit card transactions, and follow up on outstanding checks.
- **Financial Reporting & Analysis:** Provide financial visibility that supports informed financial decision-making, assist with monthly reports comparing actuals to budget, and perform financial analysis and research as needed.
- **Financial Systems Management:** Ensure accurate and timely data processing in financial systems. As the primary processor for daily financial system data, prepare standard and other journal entries as needed. Audit system output and generate related reports as requested.
- **Compliance & IRS Reporting:** Support departmental reporting responsibilities and ensure compliance with all reporting regulations and guidelines. Assist with IRS withholding and payment processes.
- **Audit & Budget Support:** Support internal and external review and planning processes. Assist as needed with annual audit preparation. Contribute to the development of the annual budget.
- **Other Responsibilities:** Perform other duties as assigned to support the organization's mission and objectives.

SUPERVISORY RESPONSIBILITIES

- None

EDUCATION & EXPERIENCE:

- Associate's degree in accounting or related field required; bachelor's degree preferred. Relevant work experience may substitute for education.
- Minimum of two years of experience with accounts payable and receivable, journal entries, account reconciliation, and managing expense reports.
- Proven experience supporting month-end close processes.
- Demonstrated proficiency in the Microsoft 365 Suite with intermediate skills in Excel for the application of data management and analysis features.
- Acute attention to detail with a meticulous focus on accuracy and consistency.
- Demonstrated strong customer service skills, focused on delivering positive outcomes and building professional rapport with internal and external customers.
- Strong critical thinking and problem-solving skills.
- Strong time management skills with the ability to meet deadlines and manage multiple projects.
- Self-directed with a continued interest in skill improvement.
- Ability to work independently and collaboratively in a dynamic environment, balancing priorities and projects.
- Understanding of and commitment to the mission, vision, and core values of Disciples Church Extension Fund and the Christian Church (DOC), with a shared desire to support Church Extension Fund's commitment to being an anti-racist, anti-oppressive, and pro-reconciling ministry.

TRAVEL:

- Minimal travel (up to 10%)

PHYSICAL/ENVIRONMENTAL DEMANDS:

- Hybrid office environment with 2 days per week in the office.
- Occasional lifting to 40 lbs.
- Long periods of sitting at a desk on a computer.

BENEFITS:

We offer a comprehensive benefits package that includes health, dental, and vision insurance for employees and their dependents, employer-paid life insurance, generous paid time off that includes vacation and sick/personal time, fully funded pension plan, robust employee assistance program for employees and their dependents, paid parking, and ample opportunities for professional development and growth.

EEOC STATEMENT:

Disciples Church Extension Fund (DCEF) is an Equal Opportunity Employer committed to providing a workplace free from discrimination or harassment. We expect every member of the DCEF community to do their part to cultivate and maintain an environment where everyone feels included and is afforded the respect and dignity they deserve. We are committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other characteristic protected by federal, state, and local laws.



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Click to apply: <https://dcef.bamboohr.com/careers/19>

Questions? Email hr@disciplescef.org with the subject line: FS Coordinator (Accounting)