



**EPC**

*A Global Movement of Evangelical Presbyterian Churches*

## POSITION DESCRIPTION

### **Contributions Analyst**

**Summary:** The Contributions Analyst is a part-time non-exempt position and vital member of the OGA support team, responsible for various financial operations in the Finance & Administration Department that supports the mission and vision of the EPC.

**Accountable and Report to:** Chief Financial Officer

**Key Relationships:** Other OGA department heads and OGA administrative assistants.

#### **Responsibilities:**

- Deposit and record all cash receipts
- Reconcile cash receipts to general ledger
- Process and disseminate contribution statements
- Generate reports for World Outreach
- Receive and disseminate mail for OGA office
- Mail processing for Finance Department
- Help maintain and utilize Salesforce database and related systems
- Support integrated transmittal, reporting, and reconciliation of donor data between OnlineGiving and Salesforce
- Miscellaneous duties as needed by Chief Financial Officer

#### **Qualifications:**

##### **1) Education**

- a) High school education required; some college coursework or a degree is preferred
- b) Training in accounting or bookkeeping plus financial software is a plus

##### **2) Experience**

- a) Effective performance in financial or accounting position for 5+ years
- b) Proven record of working with accounting software (especially Salesforce) is preferred
- c) First-hand exposure to church leaders and employees, experienced in church roles beyond attendance
- d) Employment in business/financial operations in a non-profit organization is beneficial

##### **3) Skills**

- a) Excellent clerical and quantitative ability with accurate attention to details and proactive follow up
- b) Proficient in Windows 10 and MS Excel software; MS Word skills are helpful

Effective February 28, 2024



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- c) Proven use of office and personal technology, high aptitude for learning new computer applications, readily adopts helpful electronic tools, comfortable with “cloud” computing, cyber-security conscious
- d) Team-oriented, able to work well with peers, constituents, and executive staff
- e) Knows & utilizes personal and others’ strengths, unapologetic requests for help when needed
- f) Adopts “big picture” view: values EPC mission/vision over personal/department goals and needs
- g) Effective and flexible in a multi-tasking team environment; able to manage competing priorities
- h) Excellent interpersonal communication including written and oral English language skills

#### **4) Personal**

- a) Growing relationship with Jesus Christ that demonstrates Christ-likeness and a heart for God and others
- b) Affirms the EPC Essentials and aligned with EPC vision, mission, and values.
- c) Demonstrates evangelical and missional commitment, passion for God’s mission in the world, motivated to see his kingdom advance
- d) Commitment to the local church, values the EPC Presbyterian/Reformed heritage and system of governance even if not experienced in it
- e) Oriented to innovation and continuous process improvement, able and willing to adapt to change and transitions, life-long learner
- f) Possess a high level of personal and professional integrity and confidentiality
- g) Possible availability to travel to week-long national annual meeting (General Assembly)

### **Mission and Vision of the Evangelical Presbyterian Church**

*Mission:* The EPC exists to carry out the Great Commission of Jesus as a denomination of Presbyterian, Reformed, Evangelical, and Missional congregations.

*Vision:* To the glory of God, the EPC family aspires to embody and proclaim Jesus’ love as a global movement of congregations engaged together in God’s mission through transformation, multiplication, and effective biblical leadership.