

Central Presbyterian Church of Des Moines is seeking applicants for a part-time

# Finance Director

## Responsibilities

Responsible for all bookkeeping, accounting, and financial management functions, including:

- Maintaining financial records
- Receiving, recording, and depositing all funds received
- Preparing and processing all payments
- Overseeing bi-weekly ACH payroll (including tax)
- Preparing financial reports for church boards and committees
- Preparing contribution statements for members and donors
- Maintaining bank records and reconciling bank statements, including for church foundation
- Processing memorial gifts and acknowledgements
- Staffing Business & Finance Committee (monthly) and Foundation Board (quarterly)
- Providing support for special fundraising events, auctions, etc.

## Qualifications

Candidates should have, at minimum:

- Bachelors degree in accounting or a related field
- 4-5 years work experience, with preference for experience in a congregational or non-profit setting
- Familiarity with (or willingness to learn) CDM+ church accounting software, and Microsoft Office applications
- Ability to work and communicate well with church staff, committee members, and church members
- Commitment to confidentiality and trustworthiness



## Basic Information

Half-time, approximately 20 hours/week

Flexible days and times

Beginning February 1, 2022

Annual salary: \$24,000 to 26,000, based on experience and qualifications

## About the Church

Founded in 1848, Central Presbyterian Church is a vibrant congregation of over 500 members affiliated with the Presbyterian Church (U.S.A.) Central Presbyterian Church is an Equal Opportunity Employer.

## To apply

Please submit resume and cover letter to [hr@dmcpc.org](mailto:hr@dmcpc.org) by December 15, 2021.

Central Presbyterian Church  
3829 Grand Avenue  
Des Moines, Iowa 50312

515-279-3658  
[www.dmcpc.org](http://www.dmcpc.org)

