

Finance & HR Coordinator Job Posting

We are seeking a dedicated and detail-oriented Full-Time Finance & Human Resource Coordinator to join our team! This position is responsible for overseeing the financial processing tasks related to both receivables and payables. Additionally, the Finance & Human Resource Coordinator is the first point of contact for questions related to church donations with regards to annual giving statements and online donation processing. This position will also assist with Human Resource functions, interacting with all church staff members. The ideal candidate has a minimum of two years of experience in Accounting, Business Administration, Human Resources, or a related field, preferably within a non-profit or religious organization, along with a strong grasp of accounting principles and a dedication to supporting the church's mission.

The Organization

Eastridge Church is a well-established church based in Issaquah, WA that helps people discover Jesus, grow in community, find their purpose, and change the world! We are looking for the right person to join our team.

The Position

This position will be Regular Full-time, non-exempt. The pay range we're offering is \$25-29/per hour.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

Accounts Payable & Financial Oversight

- Receive, verify and process vendor invoices for payment
- Ensure invoice documentation is complete and payments are issued in a timely and accurate manner.
- Respond to vendor inquiries regarding purchases, invoices, and payments.
- Write in-house checks as needed.
- Maintain proper electronic filing of accounts payable documentation.
- Reconcile petty cash and café bag balances. Maintain clear documentation and resolve any inconsistencies.
- Assist with annual audit.

Donations & Contributions

- Tracking and recording weekly tithes, offerings and donations.
Place restricted donations into correct funds in Pushpay and CCB and maintain proper documentation.
- Supply offering bags and usher count sheets to the ushers in Issaquah and West Seattle. Supply offering bags to the Café.
- Generate and distribute quarterly and annual donor contribution statements by mail and email.
- Respond to accounting-related questions from church members via email or phone.
- Update donor addresses and contact information.

Employee & HR Coordination

- Assist with onboarding new hires and provide administrative support.
- Enroll employees in benefit programs across multiple platforms; respond to benefit-related inquiries and assist with annual enrollment
- Assist employees with HR related inquiries
- Process benefits enrollments and changes.
- Administer and provide employee support for the Health Reimbursement Account program.
- Ensure all employee expense reports include proper documentation and receipts.
- Review and approve Ramp card transactions to ensure compliance with internal policies.
- Assist employees with new Ramp card requests and assist with additional fund needs.
- Help employees with coding and allocation questions.
- Keep and maintain confidential employee files.
- Ordering and maintaining current employee background checks.

Administrative and Project Support

- Provide flexible support for miscellaneous tasks and special projects as assigned. Adapt to changing priorities and contribute to department-wide initiatives.

Minimum Qualifications (Knowledge, Skills, and Abilities)

Education:

- High School Diploma or Equivalent (Associate Degree Preferred)
- Associate's or bachelor's degree in Accounting, Business Administration, Human Resources, or a related field preferred.

Experience:

- Minimum of 2 years of experience in accounting, bookkeeping, or HR administrative support.
- Experience working in a church, nonprofit, or ministry setting is a plus.

Knowledge:

- Understanding of basic accounting principles and financial recordkeeping.
- Familiarity with accounts payable, contribution tracking, and payroll processes.
- Proficiency with financial and HR software systems (e.g., Bill.com, payroll platforms, donor management systems).

Skills:

- Strong attention to detail and accuracy in data entry and recordkeeping.
- Excellent organizational and time management skills.
- Effective written and verbal communication skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Customer service mindset with a heart for ministry and support.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and comfort with digital tools.
- Mission Alignment & church-First thinking
- Shows resilient optimism & joyful perseverance
- Will demonstrate proactive decision making & initiative

Spiritual Requirements

- Demonstrates a faithful and growing relationship with Christ, actively deepening personal faith and modeling spiritual maturity to others.

- Passionately desires to see individuals come to know, love, and follow Christ within authentic, supportive community.
- Fully aligned with Eastridge Church's beliefs, values, mission, and vision, and has agreed to the Staff Faith/Lifestyle Agreement.
- Has signed and acknowledged the policies and procedures outlined in the Eastridge Employee Handbook.
- Genuinely desires to know and love God and is open to being used by Him in ministry

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or listen. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk, sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is typically low to moderate.

Why Should You Apply?

- You want to see people discover Jesus, grow in community, find their purpose, and change the world!
- You want to be part of a dynamic and supportive team!