



SKYLINE
CHURCH

Helping people find and follow
Jesus seven days a week.

Position: Stewardship & Finance Coordinator (Part-Time)

Location: La Mesa, CA

THE ROLE

This position serves as the front facing customer service contact for the congregation when it comes to troubleshooting, updating and maintaining their giving profiles. This position is responsible for managing the Giving platform of PCO in an effort to produce accurate, clean results in giving history and records when data is requested of them. They will oversee the weekly deposit preparation of all cash and checks to distinguish contributions from payments and oversee donations being processed accurately.

In addition, they will assist the finance team with additional team projects such as annual audits and month end processes and primarily in the area of accounts payable assisting with managing our Certify platform.

This requires a firm grasp of the beliefs, values, and strategy of Skyline Church and the ability to align with its mission, vision, purpose, core values and core behaviors (Core Identity). The Stewardship & Finance Coordinator will report directly to the Finance Director with additional supervision from our AP Manager for other specific areas when needed.

RESPONSIBLE FOR:

1. Modeling Biblical Priorities

The Stewardship & Finance Coordinator is responsible for upholding Biblical priorities and core values of Skyline Church. They should represent a growing personal relationship with Christ. The Stewardship & Finance Coordinator models a strong relationship with his or her spouse (if married) and children (if applicable). The Stewardship & Finance Coordinator strives to fulfill his or her purpose while demonstrating integrity in words, relationships, and actions. These objectives are accomplished by:

- Committing to a daily quiet time with God.
- Setting appropriate boundaries to protect character and integrity.
- Developing personal evangelism opportunities with your Oikos outside the church.
- Supporting the ministries of Skyline Church by faithfully giving at least 10% of gross income.
- Adhering to and encompassing the qualities and characteristics required of Skyline Church employees, as defined by the Staff Handbook and Core Identity Book.
- Lead with a servant's heart, demonstrate genuine care and concern while acting with humility and integrity when encouraging the efforts of all team members (1 Peter 5:1-4).



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2. The Nuts and Bolts of the Job

The Stewardship & Finance Coordinator responsibilities will cover a range of tasks.

These include but are not limited to:

- Manage PCO giving platform (merge donors, join donors, add new donors, follow up on failed gifts)
- Weekly notification to donors with a change to a scheduled recurring gift
- Prep and send quarterly statements for donors
- Assist and troubleshoot donor requests
- Prepare weekly cash report-including electronic donations and registrations and cash and check
- All donor communication including digital
- Oversee weekly cash and check deposit prep
- Prepare giving reports requested by leadership
- Monthly, Quarterly and Annual finance deliverables such as participation with our annual audits and monthly reconciliations of platforms
- Addl support with AP specific to the Certify platform (credit card purchases)
- Reviewing and syncing to QB all weekly submissions

ATTRIBUTES / CHARACTERISTICS / QUALITIES:

- Strong customer service skills
- Detail-oriented
- Excellent problem-solving skills
- Efficient, succinct, and always timely with high-level quality
- Proactive vs. reactive
- Exhibits high-level organizational skills
- Ability to pivot from task to task
- Ability to update daily on status of all projects
- Quick responsiveness to any and all communication
- Ability to maintain confidentiality

EDUCATION / QUALIFICATIONS:

- 2+ years of accounting experience
- Advanced to intermediate knowledge of Excel
- Experience with QuickBooks online accounting software
- Attends/willing to attend Skyline Church

TO APPLY

Please submit resumes to Sarah Williams via email: swilliams@skylinechurch.org

11330 Campo Rd. La Mesa, CA 91941 | 619.660.5000 SkylineChurch.org



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