JOB DESCRIPTION

DATE: November 11, 2026
JOB TITLE: **Finance and Operations Coordinator**
LOCATION: Central Services
REPORTS TO: Executive Director of Operations
FLSA STATUS: Part-time 20 hours/week, non-exempt
WEEKENDS: No

SUMMARY

The Finance & Operations Coordinator supports the daily financial and operational functions of Prairie Lakes Church, working closely with the Executive Director of Operations. This role ensures accurate financial processes, organized records, and effective use of digital systems while providing administrative support across Finance, Facilities, Human Resources, and IT. The ideal candidate is tech-savvy, detail-oriented, organized, and dependable, with a passion for improving processes and supporting the effectiveness of PLC's Central Services team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties, in addition to these may be assigned.

- Assist with daily financial activities supporting accounts payable processes, including processing bill payments and reviewing credit card transactions.
- Work extensively in PLC's digital financial systems, including QuickBooks Online, Martus, and Ramp, to maintain accurate financial records, process transactions, and support efficient financial operations.
- Serve as a resource for staff using Martus and Ramp by answering questions, troubleshooting issues, providing guidance, and helping ensure consistent and accurate use of these systems.
- Support cash handling and contribution processes, including monitoring onsite cash collection procedures, verifying documentation, preparing deposits, and assisting with financial controls.
- Perform routine accounting reconciliations, review transactions for accuracy, investigate discrepancies, and assist with month-end and year-end closing processes.
- Assist with preparation for the annual financial statement audit, including gathering documentation, preparing schedules, organizing records, and responding to auditor requests.
- Maintain organized financial documentation and assist with updating procedures to support accuracy, accountability, and compliance.
- Provide general administrative and operational support for Human Resources, Facilities, and Information Technology, including documentation, recordkeeping, vendor coordination, and tracking operational needs.
- Support the Executive Director of Operations with administrative tasks, reporting, research, and other day-to-day priorities.
- Identify opportunities to improve processes, increase efficiency, and strengthen systems across PLC's Operations department.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Successful candidate must be a Christian and fully support the philosophy of Prairie Lakes Church and its leadership team. The individual's commitment to Christ will be evidenced in their personal life, relationships, and ministry.
The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Business Administration, Business Management, Accounting, Finance, or a related field, or equivalent education and relevant professional experience preferred.
- General business management or business operations experience required.
- Previous experience in accounting, finance, bookkeeping, or financial administration preferred.
- Demonstrated proficiency with digital business and financial systems, including the ability to navigate complex software, manage financial data accurately, and troubleshoot common system issues required.
- Experience with QuickBooks Online or similar accounting software is strongly preferred. Experience with Martus, Ramp, or comparable budgeting and expense management platforms is beneficial.
- Familiarity with accounts payable, financial reconciliations, and administrative processes is beneficial.

LANGUAGE SKILLS

Ability to read and comprehend instructions, financial documentation, correspondence, and organizational policies. Ability to prepare clear written communications, maintain accurate records, and communicate effectively with employees, volunteers, vendors, and other stakeholders.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to analyze information, identify discrepancies, resolve routine problems, troubleshoot financial system issues, and exercise sound judgment.

OTHER SKILLS AND ABILITIES

Should be a self-starter with the ability to think and work independently, accomplishing the job duties with minimum supervision. The ability to work and get along well with others in a team setting is also important. Excellent time management skills are required. A neat personal appearance and good communication skills are a must. This individual should adapt easily to change and be extremely flexible.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee may occasionally lift and/or move up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The building is one-level without stairs. It is a nonsmoking environment.

COMMENTS

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee _____ Date _____

Approved by Supervisor _____ Date _____