



Everything we do is to lead people into a growing relationship with Jesus Christ

Financial Administrator

Hours: Part-Time (24 hours weekly)

About Holy Cross Cathedral: Holy Cross Cathedral is the cathedral parish of the Anglican Diocese of the South, part of the Anglican Church in North America. We are a welcoming and vibrant community committed to leading people into a growing relationship with Jesus Christ through worship, discipleship, and service. Our mission is rooted in the historic Christian faith, expressed in the beauty of Anglican tradition, and lived out in love for our neighbors and the world God has called us to reach.

Position Description: Recognizing that administration is a specific role mentioned in the Bible (1 Cor. 12:28) appointed by God for service in the church, the Financial Administrator will use those gifts to support the ministry of Holy Cross. The Financial Administrator is responsible for day-to-day financial operations, including check processing, bookkeeping, and accurate financial record-keeping for the church. This role also supports office staff by providing financial guidance and oversight and is responsible for coordinating Human Resources processes and procedures. The purpose of this position is to maintain accurate and timely records, ensure compliance with applicable laws and accounting standards, and manage transactions efficiently and with a high degree of quality.

Essential Responsibilities: As the Financial Administrator you will:

- Maintain accurate financial records and ensure compliance with established accounting practices, including timely posting of transactions in PowerChurch and QuickBooks
- Process, monitor, and safeguard all church funds, ensuring timely and accurate disbursements with appropriate authorization and documentation
- Record member contributions, maintain donor giving records, and issue contributor statements in a timely manner
- Coordinate online giving platforms and ensure proper processing of digital transactions

- Manage vendor relationships, including timely invoice processing and payment administration
- Produce timely, credible monthly and annual financial reports to support leadership decision-making and strategic planning
- Partner with the Treasurer and Finance Team to review financial statements and budget performance
- Administer payroll, contractor compensation, employee benefits, and maintain accurate Human Resources documentation
- Oversee weekly offering counting procedures with volunteers and ensure prompt bank deposits
- Assist external auditors by providing necessary financial documentation and support
- Coordinate stock gifts and other non-cash contributions in collaboration with the Treasurer
- Provide financial and administrative support to staff and assist with general office responsibilities as needed
- Develop, implement, and regularly evaluate financial policies, internal controls, and procedures to ensure best practices
- Maintain regular office hours Monday–Thursday, 9:00 a.m.–4:00 p.m. (with a one-hour lunch break), unless the office is closed for holidays or inclement weather

Personal and Spiritual Qualifications: The Financial Administrator will have a deep trust in God, godly character, and a love for God’s people:

- An ever-growing relationship with Jesus Christ
- Faithful prayer (Luke 10:2)
- Humble leadership (Philippians 2:3; Colossians 3:12)
- Gifts of administration (1 Corinthians 12:28; see also Acts 6:1-7)

Professional Requirements: The Financial Administrator will have:

- Bachelor’s degree in Accounting or equivalent relevant experience
- Minimum 2 years of nonprofit bookkeeping/accounting experience, including payroll administration
- Proficiency with accounting software (e.g., QuickBooks, Quicken, PowerChurch) and strong computer skills (Word, Excel, Outlook, databases)
- Knowledge of nonprofit accounting laws and regulatory compliance requirements
- Strong interpersonal skills with the ability to collaborate and exercise sound judgment
- Proven ability to maintain strict confidentiality and handle sensitive matters with maturity
- Must successfully complete a background check and consent to a credit check

What to Expect: What to Expect: Holy Cross is a place to work, worship, and grow. You'll improve on what you're good at, discover things that you're not good at, and gain insights you hadn't known about yourself. You'll have a team that will cheer you on, support you, and occasionally say just the wrong thing at just the wrong time. We're far from perfect. You'll have hard conversations that shape you more into the image of Jesus. You'll experience ministry disappointments and yet see God sustain you for the wonderful calling of serving his people. You'll be called upon to model reconciliation with those who cause pain. You'll be expected to learn humility—the hard way. Your time here will shape you—and we pray you leave more like Jesus, more committed to His Church, even if with a few “holy battle scars.” Just being honest...

Compensation: This is a part-time position, 24 hours per week. Compensation is available upon request. Benefits as per church policy.

Sounds interesting? Here's how to apply: Interested candidates should email the following information to **Canon Sean George**, sean@adots.org

- Resume and Cover Letter
- Three references, preferably from employers and/or spiritual leaders

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