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| Job Title: | Financial Officer | | |
| Department: | Church | | |
| Position Type: | Part-time Salary | | |
| Reports to: | Pastor and Staff-Parish Relations Committee | Hours/Salary: | Estimate 15-20 hours/week. Flexible schedule. \$20k/annually |

Job Description

To provide management of financial records of St. James, to include payroll and payroll processing for St. James United Methodist Church and Children's Weekday Ministry. Is accountable to the Finance Committee.

Job Requirements

- 3-5 years previous financial management experience
- Associate degree or two-year equivalent minimum
- Computer literate to include Microsoft Office Suite, QuickBooks, and have an understanding of database management systems
- Strong organizational skills and ability to multi-task
- Ability to work independently and manage the church finance information without supervision
- Ability to keep and respect confidentiality of church business and its members
- Flexibility is required to adjust to change in leadership and dynamics with a willingness to learn new programs, accomplish goals, resolve conflicts and meet deadlines. Respect the opinions of others, seeking compromise when appropriate.
- Identify challenges in the finance ministry area and assume responsibility for seeking resolution of those challenges.
- Work as a member of the church staff team, contributing to the success of the staff as a whole.
- Attend Finance Committee and other meetings as requested.

Job Duties

Accounting:

- Maintain all financial files in the church office, with the exception of UMW, UMM and UMYF.
- Compute, classify and record numerical data to keep financial records complete.
- Reconcile records of bank transactions.
- Debit, credit and total accounts on computer spreadsheets and database using specialized accounting software.
- Calculate and prepare and mail all checks for accounts payable.
- Calculate and prepare bi-weekly payroll for all staff positions, including those of the Children's Weekday Ministry.
- Calculate, prepare and file all government reporting to include: payroll taxes, 941 quarterly reports, year-end reporting, W2's for all staff while ensuring all payroll tax deposits are made correctly and on time.
- Calculate and prepare checks for supplies, facility use, insurance, etc. for Children's Weekday Ministries.
- Maintain reporting for Children's Weekday Ministries tuition payments, accounts receivable, bank reconciliations and budget activity.
- Maintain data necessary for state sales tax refunds, prepare and submit appropriate refund forms semi-annually based on the state tax code.
- Prepare all financial reports for primary church accounts and Children's Weekday Ministry as requested to include monthly income and expense statements for the Finance Committee, Administrative Council and the Pastor.
- Partner with ministry teams or administrative council to identify additional accounting needs and take steps to establish necessary accounts and reporting.

Finance Secretary:

- Check figures, postings and documents for correct entry, mathematical accuracy and proper codes.
- Ensure that all money received for church general fund, church designated fund and Children's Weekday Ministries -funds are entered, counted and deposited correctly; including initiation of automatic drafts for contributions.
- Ensure contribution statements and pledge reports are prepared and mailed properly.
- Ensure Children's Weekday Ministries tuition statements are prepared and distributed properly.

Coordinate and maintain banking relationships:

- Prepare all financial related forms for banking (resolutions, new signature cards, etc.) and deliver to correct person as needed.
- Make stock transfers correctly and report to Finance Committee.
- Monitor and report balances in all investments funds and to make deposits as requested by Finance Committee and following Standard Operating Procedures.

Trouble shoot and solve problems:

- Provide solutions and alternatives for financial procedures and goals.

Other responsibilities:

- Maintain employee payroll files, including processing of new employee paperwork.
- Provide assistance with North Carolina conference annual reporting (January).

Summary

The duties are not all inclusive due to the ever changing spiritual and business needs in a church setting. The position is always flexible to meet the ministry needs of the church members, visitors, and the community in which we serve physically and spiritually.

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| Reviewed By: | Staff Liaison | Date: | Click here to enter a date. |
| Approved By: | Staff Parish Relations Committee | Date: | Click here to enter a date. |
| Last Revision Date: | February 7, 2022 | | |