



JOB DESCRIPTION

Finance Secretary

Type: Full-time (non-exempt)

Benefits: Health, Dental, Life, and Vision plus retirement options

Supervisor: Business Manager

Overall Responsibility/Primary Function:

Maintain the financial records of the church using software chosen by church. Key areas include, contributions, payroll, accounts payable, general ledger, and running reports.

Job-Specific Responsibilities:

- Contributions:
 - Receive all incoming funds (offerings, pledges, memorials, honorary gifts, and payments for events); record to contributor's account and church financial accounts; balance accounts; post & make deposits.
 - Maintain all contribution records; Assist members requesting information concerning their giving; assist in preparing quarterly giving statements to be mailed by support staff.
 - Update weekly online dashboard with stewardship information
- Payroll:
 - Process payroll for church & preschool employees including computation of timecards for hourly, management of deductions for voluntary benefits and retirement; in the event that a payroll company is processing, you will provide all pertinent information to them for payroll and pick up, sign, and disperse any manual checks; manage the processing of all tax documents; enter new employee information into our systems and report hires online.
- Accounts Payable:
 - Schedule approved invoices for weekly payment including monitoring due dates for recurring vendor payments; process invoices and post to accounts payable.
 - Maintain vendor files; provide information and reports as needed to the vendor and Business Manager.
 - Record data for church-issued credit cards and reconcile office departmental and hourly employee cards.
- General Ledger:
 - Prepare and enter journal entries monthly; post to accounts; prepare balance sheets and income statements; monitor designated accounts monthly.
 - Record data for Preschool for income & expenses (provided by preschool director)
 - Provide budget reports to all program staff either monthly or every other month
- Reconciliation:
 - Work with Treasurer to complete monthly reconciliation by the 10th of the month to provide timely reports to all department and committee chairs.



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- Receive monthly CSV files and upload to ACS for payroll recording should payroll be outsourced for any reason
- Miscellaneous
 - Assist church staff with monitoring individual budgets
 - Provide reports for designated activities for various ministries; reconcile budgeted amount vs cost of designated activities
 - Maintain records for trips and fundraisers (income/expense)
 - Produce necessary information for the Business Manager to present financial statements and all other necessary reports
 - Perform Business Administrator's financial responsibilities in case of absence
 - Tracking special offerings from various groups and disbursement of funds accordingly (SS Offering, special event or disaster fund, etc.)
- Skills & Abilities:
 - Proficient in basics of accounting; understanding credits & debits, journal entries, basic understanding of fund accounting
 - Understanding of charitable organizations for tax implications, contribution basics, and clergy income tax rules
 - Computer/Technology efficiency, especially Microsoft apps
 - Training available for accounting software
 - Organizational skills, record-keeping

Additional Remarks:

Confidentiality is of the highest importance in this position. You will have access to pledges and their fulfillments, salary information, bank accounts, personal information and more.

A clear criminal background check will be required as will training for Safe Sanctuaries, First Methodist's internal abuse prevention policy.

As systems & technology advance, the ability to adapt to new policies, procedures and software is imperative. A comfort with technology and its advancements is necessary. Continuing education will be offered when available.