

Job Description
First United Methodist Church
Rogers, Arkansas

Financial Secretary

EXPECTATIONS: This person shall...

1. Have a Bachelor's degree (B.A.) from a four year college or university or commensurate experience in the financial area
2. Be proficient in QuickBooks, MS Excel, WORD, Outlook and similar programs.
3. Have positive relational abilities, enjoy participating in positive relationships in a Christian environment, and be able to work flexible hours as needed to meet office scheduling requirements and deadlines.
4. Present a neat, clean and professional appearance and manner in all dealings with the congregation and the general public.

HOURS:

15 to 20 hours per week, in accordance with program needs.
Specific working hours to be determined by the Senior Pastor.

LINE OF ACCOUNTABILITY:

The Financial Secretary is accountable to the Staff Parish Relations Committee, with immediate supervision by the Senior Pastor.

DUTIES:

1. To arrange for the proper collection, recording and deposit of offerings and other receipts from worship services and other church gatherings in a timely, thorough, and confidential manner.
2. To work with the Committee on Finance in developing and maintaining suitable procedures for the collection and handling of all church funds.
3. Prepare payroll calculations, print checks, prepare for distribution, and generate required reports, including payroll depository reports and payments.
4. Properly record contributions and other income, and credit receipts to the proper accounts.
5. Process accounts payable, prepare checks, and properly record transactions.
6. Attend and prepare financial reports for the Administrative Council and Finance Committee.
7. Prepare and maintain all appropriate records and files for financial audits.
8. Be familiar with office policies, and assist in the application of those policies in a helpful and cooperative manner.
9. To work with the Church Treasurer in the assurance process.

10. Keep the Senior Pastor informed as to needs related to the congregation or individual members.
11. Respect the confidentiality of sensitive Church matters when appropriate.
12. Provide actual giving and annual update for church members in a timely manner as required by Finance Committee.
13. Cooperate with and provide necessary financial information to Stewardship Committee during the annual financial campaign.
14. Maintain financial records in accordance with Book of Discipline and IRS guidelines.