



Job Description - Financial Secretary

Reports To: Church Treasurer & Pastor

Effective Date:

Status: Part-Time Salaried (+/- 15 hours/week)

Salary: \$15,000 Annually

Summary: The Financial Secretary's duties will include recording income, accounts payable and payroll for the church and the Little School, and producing reports and financial statements in conjunction with the Church Treasurer.

Additional Considerations: The United Methodist Church views financial record keeping as one of the church's ministries. To this end, the finance secretary is responsible for maintaining all records of funds collected and bills paid. The finance secretary uses this information to keep the finance committee aware of the church's financial standing and assists the committee in planning for expenditures and donations. The United Methodist Church also uses the finance secretary to keep track of members' donations to make note of members who may be in financial distress and in need of assistance. The United Methodist Church also requires each church to undergo an annual audit, and the finance secretary must submit their records to the auditor each year.

Essential Functions:

- Work under the supervision of the Church Treasurer
- Record Sunday offering donations in church software (Church Windows); make bank deposit for any monies received through church office and record in church software; make bank transfers as needed; record Little School (church pre-school) deposits in accounting software



- Prepare and send quarterly and yearly donation giving statements
- Write checks for any bills received, including ZUMC and Little School bills
- Prepare semi-monthly payroll for both ZUMC and Little School; pay payroll taxes and prepare and file quarterly payroll tax returns. Prepare and file annual W-2s and 1099s
- Assist Church Treasurer in preparing monthly financial reports, including balance sheet, treasurer's reports, committee reports, Little School reports, etc.
- Attend monthly Finance Committee meetings to respond to questions and provide data about church budget and finances.
- Prepare and/or assist with the completion of annual worker's comp audits and Annual Church Audit for Conference
- Work with Senior Pastor to produce necessary data related to finances (first-time gifts, memorial gifts, changes to giving, etc.)
- Any other appropriate actions as directed by the Church Treasurer, Senior Pastor, SPR, or Finance Committee.

Education / Skills

- High School Diploma; some postsecondary education, particularly coursework in accounting, is preferred.
- Experience with basic bookkeeping, payroll and financial reporting.
- Communication skills furthering relationships with various members of Church Leadership and to the Finance Committee.
- Maintain integrity and confidentiality of data for which they have responsibility.

All applicants must submit to a criminal background check and drug screening process before the final hiring process.