

# Church of the Master United Methodist - Westerville, Ohio

## Job Description

**Ministry Title:** Financial Secretary

**Weekly Hours:** 15 hours/week

**Reports to:** Senior Pastor

**Direct Report(s):** None

**Position Start Date:** As soon as possible for (paid) training.

### **General Provisions:**

- Demonstrates ownership of the congregational mission to *Love God, Grow in Christ, Live to Serve*, and supports congregation and staff goals towards fulfillment of that mission.
- Have access to the SPRC via her/his liaison.
- Read and agree to the Church of the Master Employee Handbook.

### **Expectation and Regular Duties:**

- Record, deposit, and summarize all contributions received from Sunday offering.
- Maintain account records in QuickBooks and in the database.
- Reconcile employee credit card accounts, bank accounts, petty cash, and endowment accounts.
- Process payroll for church staff through payroll processor (HR Butler).
- Maintain employee personnel files.
- Pay all accounts payable on a weekly basis assuring that all receipts and the proper approval/account numbers are included on the check request form.
- Scan current records, and work toward the goal of having all documents that must be kept indefinitely in digital format (and backed up to a cloud service).
- Produce and mail giving statements to all donors quarterly.
- Provide monthly reports to committees of their financial status.
- Prepare financial reports for monthly finance meetings.
- Attend monthly finance meetings.
- Oversee policies, grants, and internal controls.
- Provide administrative support to the database (Elexio) and employee mailboxes.
- Other duties as assigned.

### **Annual Expectations and Duties:**

- Prepare the annual financial report for conference.
- Work with the Stewardship Committee during the annual campaign.
- Work with church committees, Treasurer, Chair of Finance, and Pastor in final preparation of annual budget.
- Work with external auditors to facilitate the annual financial review.

### **Education and Experience:**

- High school diploma or equivalent
- Two years of bookkeeping and/or accounting experience in a modified cash basis system
- Excellent communication and organizational skills
- Proficiency with QuickBooks, MS Word, and Excel
- Experience with budgets and expense reporting
- Samples of prior work product or display of experience in interview is expected

### **Holidays and Vacation:**

Vacation and sick time will be granted in accordance with the Employee Handbook and the United Methodist Book of Discipline. Holidays recognized by Church of the Master are:

- New Year's Day
- Martin Luther King Jr.'s Birthday (observed)
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Thanksgiving Friday
- Christmas Day and December 26
- Two Personal Days

### **Applying:**

Interested and Qualified Applicants should submit a resume and cover letter to Rev. Jay Anderson, Senior Pastor, via email at [pastor@chmaster.org](mailto:pastor@chmaster.org) by 2 p.m. on Monday, November 11, 2019. *Email inquiries only, please, no calls.*

**LOVE GOD.  
GROW IN CHRIST.  
LIVE TO SERVE.**