

**Trinity
United Methodist Church**

Title: Financial Secretary

Reports to: Business Administrator/Treasurer

Oversight Team: Lay Personnel MT

General Job Description: The person holding this part-time position is responsible for counting and inputting all monies collected from weekly worship services and maintaining our giving records. This person will play a crucial piece in our yearly budgeting process and stewardship programs.

Responsibilities:

- Responsible for managing all donations tracking and cash-handling integrity. This includes counters, all chain-of-possession tracking and forms, preparing bank deposits.
- Responsible for Credit Card / E-Giving by maintaining current users and facilitating the sign-up of new ones. Including yearly commitments.
- Reconciliation of all monthly bank accounts. Perform monthly bank reconciliation.
- Overall coordinator, scheduler, and problem solver for the church donations counting and tracking processes. Ensures that handling and tracking of donations is performed accurately every week, escalating problems to the Business Administrator and /or the Finance Ministry Team as needed.
- Responsible for accurately documenting all donations activities in the Shelby system.
- Produce reports and data from Shelby and Sage to provide church leaders and the congregation of our vitality and progress towards goals.
- Support and participate in an annual financial audit as required by Conference Guidelines and the Finance Ministry Team.
- Support and participate in the Annual Budget Process as requested by the Finance Ministry Team.
- Attend regular scheduled staff meetings and Finance Ministry Team meetings. Attend other meetings as requested by the Pastor, Church Council, Lay Personnel Ministry Team, or Ministry Teams and submit reports as needed.
- Work closely with the Growing in Generosity Team and Pastors to help develop and implement a year round congregational stewardship model -including an Annual Gratitude campaign each fall.
- Order, maintain and distribute yearly giving envelopes.
- Generate and send quarterly giving statements.
- Serve as a support for weekly counting and depositing of Thrift Shop funds
- Work closely with weekly counters: Church and Thrift Shop Funds - recruit and train as needed.
- Count and input cash and checks from weekend worship services on Monday.
- Once trained, serves as a backup to the church Treasurer in the event of absence.

- Perform other related duties as may arise or be requested.

Qualifications:

- Bookkeeping/accounting experience, using enterprise accounting software.
- Education or training in the field of bookkeeping or accounting is required.
- Completion of training on Sage and Shelby, and financial training offered by our Church Conference.

Hours: 15 hr/week

Mondays required.

Salary: \$15,000/year