

**Smyrna First United Methodist Church
Ministry Description**

Position/Title: Financial Secretary

Supervisor/Reporting Relationship: Reports to Senior Pastor

Supervisory Responsibility: No Direct Reports

Position Status: Part-Time, approximately 15 – 20 hours per week

Job Summary: Oversees the financial administration of the local church

General Qualifications:

- Bachelor's degree (B.A.) from four-year College or university or commensurate experience in the financial area.
- Three years experience as a financial administrator.
- Proficient in QuickBooks, MS Excel.
- Demonstrated effective level of oral and written communication skills.
- May not be a member of SFUMC

Accountability:

- Performs the following financial duties: input check requests, reconciliation of bank accounts, provide net worth and other financial statements, revise budgets, input offering envelopes, provide end-of-year tax letters, follow-up on returned checks, and send "In Memory of" contribution letters.

Specific Qualifications:

- Proficiency with Microsoft Office; Excel, and QuickBooks. Servant Keeper (membership management) must be learned
- Demonstrate exceptional verbal and written communication skills
- Display superior organizational skills
- Be meticulous and detail-oriented
- Be self-motivated
- Protect the reputation and integrity of others through strict confidentiality
- Demonstrate a high level of trust

Specific responsibilities include, but are not limited to:

- Attend monthly financial meetings
- Prepare quarterly contribution statements
- Prepare year end contribution statements
- Maintain general ledger system including setting up all standard and recurring entries, departments and general ledger accounts as needed.
- Reconcile designated general ledger accounts monthly.
- Maintain journal entry control log.
- Prepare monthly journal entries as needed
- Prepare reports for Treasurer, ministry teams and staff as needed.

- Distribute month-end statements.
- Prepare on-line payroll information for transmission
- Prepare journal entries for payroll and payroll taxes.
- Update W4 forms as needed.
- Review 941, 940 and W2 information as needed.
- Obtain 1099 information and maintain files as needed for contract vendors
- Process weekly check runs
- Maintain check log via Quickbooks
- Assist with annual budgeting process
- Assist in the annual audit.
- Assist with special projects as needed.
- Annual Conference Reporting and other annual reporting that is needed.
- Performs other duties, as required.

Adopted May 6, 2018