

## **DUTIES AND RESPONSIBILITIES**

### **Financial Specialist**

#### **Job Description for Chester United Methodist Church**

#### **DESCRIPTION**

The Financial Specialist receives, documents with appropriate recordkeeping all CUMC income and expenses. The position also manages and clearly reports the financial data of the church, and assists Finance Committee and Treasurer in management of financial assets and liabilities of the church.

#### **LINES OF AUTHORITY**

As a CUMC paid staff member, the Financial Specialist is supervised by the Senior Pastor and the Associate Pastor, accountable to the Staff-Pastor Parish Relations Committee as an employee, and works very closely and directly with the Finance Committee and Chairperson, which may periodically request other specific tasks in support of church finances.

#### **DUTIES and RESPONSIBILITIES**

The duties and responsibilities require work to be performed on site at CUMC and include but are not limited to:

1. Provide supervisory leadership in the operation of the financial office including tellers and counters to ensure collections/deposits are reported accurately and given to Treasurer for payment of incurred bills. Maintain teller supplies (coin wrappers, bill bands)
2. Manage donor records for accurate and efficient receipt of donations
3. Order and distribute offering envelopes including assigning "giver numbers" and providing offering envelopes to new members as required
4. Record all donations to the member account (identified on the donation) in the Church's software tracking program (currently Church Windows)
5. Set up and maintain Square account and equipment for donations
6. Complete "Donation Log and Donation Summary Reports" of counted and electronic giving donations
7. Prepare weekly monthly, and year-to-date income and giving reports
8. Send acknowledgement notes for memorial donations and publish memorials list in the monthly newsletter
9. Prepare and distribute quarterly donation statements and end of the year statements
10. Submit copies of "Donation Summary Report" to the Pastor, Finance Chair,

Assistant Finance Chair, and Treasurer

11. Maintain organized files of all supporting financial documents of giving and expense inclusive of giving envelopes
12. Maintain a record of "Daily Cash Flows" and submit on a weekly basis to the Pastor, Finance Chair, Assistant Financial Chair, and Treasurer
13. Maintain giving files for seven (7) years
14. Prepare checks, check register, and transaction report with appropriate documentation for review and signature by Treasurer or other overseer
15. Review "Check Request Form" for the following items: a) budget Line Item, b) method of Payment, c) expense is within budget, and d) availability of funds
16. Assist Treasurer in preparation of expenses due for payment
17. Assist Treasurer in monthly reconciliation of bank statements as needed
18. Assist Treasurer with data regarding credit card purchases and approvals for monthly reconciliation with credit card bill(s)
19. Provide monthly balance sheet and Treasurer's reports to Finance Committee and to committee chairs bi-monthly
20. Complete financial portions of yearly Charge Conference reports
21. Prepare Conference end-of-year EVC report
22. Work with Audit Committee each year as required by Discipline
23. Attend staff meetings and Finance Committee meetings as required
24. Performs other duties as assigned

### **QUALIFICATIONS FOR EMPLOYMENT**

1. 2-year degree in Accounting and/or commensurate work experience appropriate in carrying out the duties of the position
2. Computer skills in Excel and financial software (preferably Church Windows)
3. Confidentiality is a mandated requirement.

### **BONDING**

The Financial Manager (and any other persons who handle church funds) may be requested to be bonded either by the Virginia Conference for an amount determined by the Virginia Conference, or through bond insurance purchased from a local insurance carrier to be named by the Trustees Branch. The level of private insurance bonding is to be consistent with Conference guidance.

**No Relocation funds available.**