

St. John's United Methodist Church
5312 Backlick Road
Springfield, Virginia 22151

Financial Administrator

Position Description:

Accounts for and manages church funds, maintaining appropriate and accurate financial records. Prepares financial reports for submittal to St. John's Pastor, the Finance Committee, the Board of Trustees, the Center for Early Childhood Education (CECE) and the Administrative Council.

Supervisor: Pastor

Status: Part-time non-exempt employee.

Hours: Paid for 45 hours semi-monthly labor as stated in the employee's Employment Agreement.

Benefits: Worker's Compensation. Working from home a possibility; flexible hours.

Accountability:

Report to the Pastor and the Chair of the Finance Committee. Coordinate with the Finance Committee, the Board of Trustees, the Center for Early Childhood Education (CECE) and the Administrative Council.

Required Qualifications:

Demonstrate proficiency with Microsoft Office and QuickBooks, including all payroll functions. Know Servant Keeper software applications. Apply accurate accounting practices for all church financial transactions within acceptable Federal, Virginia, and UMC standards. Maintain all financial records.

Objectives and Responsibilities:

- Maintain proficiency with Microsoft Office.
- Maintain proficiency with QuickBooks, including all payroll functions (Intuit).
- Prepare and disseminate W-2s and 1099s for St John's UMC and CECE staff.
- Prepare and submit quarterly tax reports.
- Know Servant Keeper software applications.
- Follow UMC *Book of Discipline* in managing church finances.
- Work closely with the Trustees and the Property Committee to insure funding and payment of invoices for the maintenance, custodial service, grounds maintenance, upkeep and security on buildings, grounds, and equipment.
- Assist Trustees in maintaining and reviewing insurance coverage and safeguarding property documentation.
- Produce, as required, reports, schedules, and/or proposals based on research into the most propitious use of facilities, equipment, vehicles, and personnel.
- Attend all St. John's UMC staff meetings.

Financial Duties:

- Maintain accurate accounting practices within acceptable standards for Federal, Virginia, and UMC of all church funds.
- Create, update and maintain all church financial records.

- Participate as a full member of the planning team for the church's stewardship and/or capital funds campaign.
- Prepare reports and participate in planning as required, including annual budget, projections or receipts and expenditures, long-range financial planning, financial comparisons, etc. for sound fiscal management.
- Submit financial data for inclusion in the annual Charge Conference Report.
- Submit financial data for the year-end Conference Statistical Report.
- Report on church finances to Finance Committee, Board of Trustees and staff members with budget responsibility.
- Arrange and support audits of St. John's UMC financial records as required by the UMC Book of Discipline.
- Maintain an accurate record of contributions to the church.
- Distribute quarterly contributions statements to members on a timely basis.
- Manage all income (e.g. annual giving, collection, gifts, donation, endowments, school tuition, etc.) and expenses (e.g. staff payroll, recurrent bills through ACH payments, church maintenance, programs, etc.) of the church.
- Administer all aspects of staff payroll based on employee submitted time sheets, approved by the Pastor, and prepare annual tax documentation.
- Process semi-monthly direct deposit of payroll for the St John's UMC staff and CECE, and prepare Federal and State tax documentation.
- Reconcile bank statements and online-giving contributions at the end of the month.
- Prepare and post journal entries at the end of the month.
- Research and prepare reports for authorized persons or groups on proposed purchases of major equipment and services.
- Oversee all purchasing through purchase order system, including reimbursements based on approved purchase requisition to assure adherence to budget requirements. Process receipts approved for payment of expenditures. Report variances to appropriate persons or groups.
- Sit as ex-officio member of Trustees, Finance Committee, Endowment Committee, CECE Board and Administrative Council. Interact with members of each group to ensure the responsible administration of investments and pledges as required by the current and future needs of the church.