

**ALDERSGATE UNITED METHODIST CHURCH
FINANCIAL SECRETARY**

POSITION SUMMARY

The Financial Secretary is a part-time position supervised by the Church Secretary. The Financial Secretary performs all church accounting functions. Attitude and performance will be in keeping with the mission and ministry of the church.

POSITION QUALIFICATIONS

Education: Bachelor's degree or higher in Business Accounting.

Experience: Proficient with SHELBY financial software, EXCEL and WORD.

Knowledge, Skills and Gifts:

- Knowledge of accounting and financial concepts.
- Ability to multitask and recommend process improvements.
- Be cognizant of financial issues and alert the Church Secretary of concerns while acting with discretion and respect for the confidentiality of the office.
- Effective oral and written communication skills to use in responding to staff, volunteers and the congregation.

RESPONSIBILITIES

1. Administer and abide by all standard acceptable accounting practices including but not limited to assistance with annual audits, and assistance in stewardship campaign.
2. Supervise the counters verifying Sunday deposits and prepare weekly deposit.
3. Manage Accounts Payable to ensure we remain in good standing with our creditors.
4. Prepare and safeguard all financial records as required including but not limited to maintain accurate contribution records and reports.
5. Perform all Payroll functions for the Church and Appletree.
6. Prepare financial reports for use by authorized individuals and committees.

COMMITTEE/MEETING RESPONSIBILITIES

1. Staff meetings (weekly)
2. Finance Committee (monthly)
3. Administrative Council
4. Church Council
5. Other meetings as necessary

PERFORMANCE AND EVALUATION

Success in the position will be measured according to the performance assessment tool approved by Staff Parish Relations. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and individual performance goals, communication, teamwork, leadership, creativity, responsibility, self motivation, attitude, and potential for growth.

Duties and responsibilities may be added, deleted or changed at any time at the recommendation of the position's supervisor with approval of the Staff Parish Relations Committee. All changes will be communicated in writing prior to implementation.