

Epworth United Methodist Church Staff Job Description

Effective Date: April 1, 2010

Revised Date(s): February 22, 2009 (approved by Church Council)

Position: **Financial Manager**

Principle Function: To keep an accurate record of all contributions of the local church according to established policies and the Book of Discipline with specific attention to matters of confidentiality concerning contributions with the members and the pastor.

Accountability: The Financial Manager acts on behalf of the Church Council. The Pastor and SPPRC give oversight. The Committee on Finance advises on behalf of the Church Council.

Qualifications:

1. To embody a lifestyle of grace and accountability.
2. To support the church with prayers, presence, gifts, service, and witness true to the defined mission of the church.
3. To be committed to developing deeper commitment and growth in the will and grace of God through faithful means of discipleship.
4. To participate in the corporate life of the congregation with members of the church, sharing risks, celebrating joys, and supporting one another in brokenness.
5. To be willing to offer a spirit of forgiveness and reconciliation.
6. To be kind and courteous and at all times treating others as you would like to be treated.
7. Demonstrate willingness to function as a member of a team player supporting the pastor, laity, and other members of the staff in their duties as well as in the performance of your own duties.
8. To be accountable to those persons or committees entrusted with the ministry and responsibility of supervision.

Educational Requirements: High School Diploma or GED
Bachelor or Masters Degree preferred
Knowledge of Computer Spreadsheet software

Professional Requirements Background in accounting preferred

Compensation $\frac{3}{4}$ time
Salary: \$24,000

1. Primarily responsible for disbursement of Epworth United Methodist church funds through a system of requisitions and check-preparation (signed by Treasurer or Finance Committee Chairperson)
2. To assist the laity in preparation of requisition forms for the Treasurer according to established forms and procedures approved by the local church.

3. Works with the treasurer to ensure budget is properly spent and tracked
4. Deposits funds into bank as needed according to established policies involving all funds approved by the Church Council or Charge Conference.
5. To reconcile appropriate bank statements and fully cooperate in the annual audit.
6. Coordinate with the committee on finance to establish the budget and assign funds to designated accounts properly.
7. With the treasurer, reconcile the monthly budget activity for all church accounts.
8. With the treasurer, properly report the state of the finances as requested by the committee on finance and/or the senior pastor, including monthly reports on church funds to the pastor and chair of the committee on finance.
9. Organize and archive church financial records
10. Prepare bills for payment on behalf of the church
11. Work with church committees to ensure they are staying within their budget. Be willing to serve as resource to said committees as requested.
12. Seek clarifications for expenditures as needed to ensure monies are being spent as designated by the committee on finance.
13. To keep an accurate record for the Church Council, Pastor, Committee on Finance, and members concerning contributions throughout the year.
14. To make regular reports to the Church Council, Pastor, and Committee on Finance concerning contributions throughout the year and to send statements to members as directed by the Pastor and Committee on Finance.
15. To assist in the preparation, oversight, analysis, completion, and evaluation of all financial campaigns approved by the local church.
16. To maintain and file all contract matters and be an office contact person for the Trustees between meetings.
17. To assist the Trustees concerning all insurance related matters.
18. To report quarterly Endowment fund activity to Endowment Committee.
19. To provide other assistance as determined by the Pastor.
20. To pay all World Service and apportioned funds on hand each month and other funds as prioritized by the Church Council and otherwise directed by the General Church and Book of Discipline.
21. To pay all payroll and tax related matters as directed by the Church Council and act as the principle officer for all official forms and actions related to payroll, taxes, withholdings, and pension for employees of the church.
22. To report disbursements and other statistical analysis matters to the Committee on Finance, Church Council, and membership as directed by the Pastor or Chair of Finance.
23. Work with the rest of the staff in keeping them aware of budget status and plans of various committees and programs, fund raisers and other items that ensure thorough financial information for the staff.

To apply, please send a cover letter, resume and three references to Scott Iverson at siverson@email.unc.edu.