

**MISSION BEND UNITED METHODIST CHURCH
FINANCIAL SECRETARY
JOB DESCRIPTION**

Position Summary

An effective financial secretary will receive, record, and deposit all funds received by MBUMC in a timely, thorough and confidential manner. The financial secretary will work with the Finance Committee to develop policies and procedures so that funds can be made available to support the ministries of the church. This person's primary goal is to provide appropriate and accurate accounting and financial records for the church.

Education Skills Required

- Bachelor's Degree in Accounting, Business or a related field, or three years' experience in financial record keeping

Experience/ Skills Required

- The ability to keep detailed, accurate records
- The ability to work with individuals and ministry teams
- Competence in use of basic church software, membership programs and accounting software programs.

Primary Responsibilities

- Attend Church Council, Charge Conference and other meetings as they pertain to the work of the Financial Secretary
- Prepare employee payroll, including semi-monthly and monthly employees (clergy and non-clergy)'Prepare payroll tax deposits
- Prepare quarterly payroll tax returns
- Handle correspondence with the IRS regarding payroll tax issues
- Issue W-2 forms and 1099's at year end
- Prepare monthly financial statements, including journal entries for allocations and adjustments
- Prepare monthly bank reconciliations
- Review accounts payable fees and payments made
- Assist the Lead/Senior Pastor and the Committee on Finance in developing and preparing the annual church budget
- Assist the Lead/Senior Pastor and the Stewardship Committee in the annual pledge campaign
- Coordinate the counting of offering income making certain that more than one person is involved in the process
- Attend monthly meetings of the Finance Committee to review monthly budget report.
- Cooperate with outside auditors in the annual audit process as directed by *The Book of Discipline*
- Participate in Continuing Education at least annually as it pertains to the role of Financial Secretary

These responsibilities are subject to change or review as deemed necessary by the Lead/Senior Pastor.

Direct Supervisor: Lead/Senior Pastor

Classification: Part-time