

## SEEKING FULL TIME FINACIAL ADMINISTRATOR

**St. John's United Methodist Church**  
**400 Jackson St. Richmond, TX 77469**  
**(281)-342-6631**

[www.stjohnsumc-richmond.org](http://www.stjohnsumc-richmond.org)

**Job Title:** Financial Administrator  
**Reports To:** Finance Committee Chair and Pastor

**Type of Position:** Full Time\_

### **General Description:**

The Financial Administrator is responsible for the timely processing, recording, organizing, maintenance, and care of all Church financial records. This position is responsible for maintaining the confidentiality of financial information within their care and safeguarding the financial assets of the Church. He/She works with the pastoral staff and appropriate committees to assure that all records are accurate and information necessary for effective ministry are available and used in an appropriate manner.

### **Job Duties:**

- Oversee the management of cash flow records and to assure that deposits, payroll, expenditures, and transfers of funds are accurately recorded in QB in a timely manner. Email weekly cash report to Finance Chair
  - Deposit checks and cash received, and record these deposits and online Vanco receipts in QB and SK.
  - Process payment of all approved invoices and requests for payments. Maintain Vendor Files for all vendors in which are placed invoices, checks copies, and other expenditure supporting documentation. Obtains W-9's from all vendors and issues annual 1099's on a timely basis.
  - Generate and distribute individuals' current year contribution statements quarterly.
- Maintain memorial records and provide acknowledgements to contributors and family of the deceased.
- Payroll – Process payroll on a semimonthly basis, including payments to employees, IRS, and retirement plan entities. Issue Quarterly and Annual payroll reports including 941, 940, and W-2's.
- Reconcile all bank, investment and deposit accounts on a monthly basis within ten days of receiving the statements from the bank or investment fund and submit to Finance Committee Chair or designee, for review and approval. Maintain files for each account's statements and related reconciliation.
- Enter Approved Annual Budget into QB and provide variance reporting to actual results as requested on monthly basis.
- Prepare monthly financial statements from QB to be used by the Finance Committee and maintain detailed analysis of each General Ledger account on QB. Maintain and serve as the custodian of all official records of the church, including Debt files.

- Maintain both physical security and IT security over financial records in accordance with St. John's IT security policy. Back-up all financial computer files in accordance with St. John's IT back-up procedures
- Assist and support all stewardship activities including but not limited to mailings, material development, file maintenance and record keeping.
- Provide back up and office support to the Office Administrator when he/she is absent or not available.
- Assist in the preparation of necessary committee, charge conference, year end, and other reports as directed.
- Attend monthly Finance Committee Meeting and participate in staff development and training.

**Minimum Qualifications:**

- High school graduate
- Payroll processing and online banking experience
- Software - Extensive QB experience, as well as Excel and Word experience

Preferably the candidate will also have completed some college accounting courses and have experience with accounting duties for churches and non-profit entities, specifically experience with SK and Vanco