

**FORT COLLINS FIRST UNITED METHODIST CHURCH**

1005 Stover Street, Fort Collins, Colorado

<b>JOB TITLE:</b> Financial Secretary	<b>SUPERVISOR:</b> Business Manager
<b>Impact to Budget:</b> \$	<b>SUPERVISES:</b> Counting Teams
<b>COMPENSATION</b> Salary: commensurate with experience Benefits: None	<b>Work Schedule / Hours</b> 8 - 9 hours per week; flexible

**Job Description (Prime responsibilities indicated):**  
Manages activities associated with incoming funds for the church.

1. Bookkeeping
  - Coordinates with volunteer teams to get Sunday deposit counted and to the bank
  - Makes mid-week deposit to the bank
  - Posts all revenue to contribution database
2. Correspondence
  - Prepare and mail quarterly statements of giving
  - Send acknowledgments to donors and family of the deceased for all memorial donations
  - Send acknowledgements as requested or required for special donations
  - Provide information on memorial donations to the Trustees or Memorial Committee
3. Stewardship
  - During the pledge drive, work with the Stewardship Committee to:
    - Record pledges as they are received
    - Send thank you letters verifying the pledge amount
  - Inform the Finance Committee of pledges received
  - Post individual pledges to the contribution database
4. Organize Associated Volunteers
  - Train and coordinate the money-counting teams
  - Insure that enough volunteers are available to count Sunday collections
  - Arrange for a volunteer to help with mid-week deposit
  - Ensure two people are always present during money handling
  - Train and coordinate volunteers to assist with correspondence
5. Wider Mission
  - Calculate the monthly wider mission amount and submit a check request for payment

**Education & Training Level:** Bachelors in business with a minimum of one year experience, or 3 years' experience as a bookkeeper

**Job Qualification:**

- Good math and problem solving skills
- Ability to supervise volunteers
- Ability to communicate effectively with clergy, lay staff, and church members
- Ability to establish and effectively organize work priorities
- Knowledge of software programs including MS Windows, MS Office, QuickBooks and Servant Keeper

**SPR Approved, <Date>**