

FORT COLLINS FIRST UNITED METHODIST CHURCH

1005 Stover Street, Fort Collins, Colorado

JOB TITLE: Financial Secretary	SUPERVISOR: Business Manager
Impact to Budget: \$	SUPERVISES: Counting Teams
COMPENSATION Salary: commensurate with experience Benefits: None	Work Schedule / Hours 8 - 9 hours per week; flexible
Job Description (Prime responsibilities indicated): Manages activities associated with incoming funds for the church. <ol style="list-style-type: none">1. Bookkeeping<ul style="list-style-type: none">• 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 database2. Correspondence<ul style="list-style-type: none">• 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 Committee3. Stewardship<ul style="list-style-type: none">• During the pledge drive, work with the Stewardship Committee to:<ul style="list-style-type: none">○ 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 database4. Organize Associated Volunteers<ul style="list-style-type: none">• 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 correspondence5. Wider Mission<ul style="list-style-type: none">• Calculate the monthly wider mission amount and submit a check request for payment	
Education & Training Level: College degree or extensive bookkeeping / accounting experience	
Job Qualification: <ul style="list-style-type: none">• 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>	