

FORT COLLINS FIRST UNITED METHODIST CHURCH

1005 Stover Street, Fort Collins, Colorado

JOB TITLE: Financial Secretary	SUPERVISOR: Business Manager
	SUPERVISES: Counting Teams
COMPENSATION Salary: commensurate with experience Benefits: None	Work Schedule / Hours 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: College degree or extensive bookkeeping / accounting experience

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: