

**FORT COLLINS FIRST UNITED METHODIST CHURCH**

1005 Stover Street, Fort Collins, Colorado

<b>JOB TITLE:</b> Financial Secretary	<b>SUPERVISOR:</b> Executive Pastor
	<b>SUPERVISES:</b> Money Counters
<b>COMPENSATION</b> Salary: commensurate with experience Benefits: None	<b>Work Schedule / Hours</b> 8 hours per week - 4 hours each on Wednesdays and Thursdays and up to 20 hours per week on the first three weeks of annual stewardship campaign (in Nov. and Dec.)
<b>Job Description (Prime responsibilities indicated):</b> <b>Primary Function of the Position:</b> Manages activities associated with incoming funds for the church. Keep records of contributions for each contributing family of Fort Collins First United Methodist Church, make monthly reports to the church Finance Committee, in charge of keeping records of the annual stewardship campaign, makes reports on the progress of the campaign and an annual report to the Mountain Sky Annual Conference of the United Methodist Church. <ol style="list-style-type: none"><li>1. Finance<ul style="list-style-type: none"><li>• Coordinates with volunteer teams to get Sunday deposit counted and to the bank</li><li>• Makes mid-week deposit to the bank</li><li>• Posts all revenue to contribution database</li><li>• Accurately report on all church revenue</li></ul></li><li>2. Correspondence<ul style="list-style-type: none"><li>• Prepare and mail accurate quarterly statements of giving</li><li>• Send acknowledgements as requested or required for special donations</li><li>• Send acknowledgments to donors and family of the deceased for all memorial donations</li><li>• Provide information on memorial donations to the Memorials Committee quarterly</li></ul></li><li>3. Stewardship<ul style="list-style-type: none"><li>• During the stewardship campaign, work with the Stewardship Committee to:<ul style="list-style-type: none"><li>○ Accurately record pledges as they are received</li><li>○ Send thank you letters verifying the pledge amounts</li></ul></li><li>• Inform the supervisor, clergy, Stewardship and Finance Committees of pledges received</li><li>• Accurately post individual pledges to the contribution database</li></ul></li><li>4. Organize Associated Volunteers<ul style="list-style-type: none"><li>• Properly train and coordinate efficient and accurate money-counting teams</li><li>• Perform background checks on all money counters</li><li>• Set up a roster for money counters to insure that enough volunteers are available to count Sunday collections</li><li>• Arrange for two volunteers to help with mid-week deposit</li><li>• Ensure two people are always present during money handling and no married couple can count money in the same room at the same time</li><li>• Train and coordinate volunteers to assist with correspondence</li></ul></li><li>5. Wider Mission<ul style="list-style-type: none"><li>• Calculate the monthly wider mission amount and submit a check request for payment</li></ul></li></ol>	

6. Expectations:

- Since handling of both checks and cash will be a responsibility of the Financial Secretary, sound accounting and cash management practice shall be followed at all times by both the financial secretary and those under his/her direction.

**Education & Training Level:** College degree with at least two full years of bookkeeping / accounting /church financial secretary experience

**Job Qualification:**

- Good and accurate math and problem solving skills
- Ability to establish and effectively organize work priorities
- Ability to work accurately under tight time constrains
- Ability to be precise with numbers
- Ability to supervise volunteers
- Ability to communicate effectively with clergy, lay staff, and church members
- Knowledge of software programs including MS Windows, MS Office, learn the church database, Breeze and other church giving financial platforms like direct account transfer, pushpay church app, online giving, and checks.

**SPR Approved:**

**Date:**