



Trinity United Methodist Church Sumter, South Carolina

Job Description: Financial Secretary

Job Status: Part-Time

Accountability: Finance Committee

Overall Mission: To make Disciples of Christ for the transformation of the world.

Position Purpose: Enrich the spiritual life of the Church by ensuring the accurate and timely accounting of church finances in cooperation with the Senior Pastor and Finance Committee.

Responsibilities:

- Initiate processing of all invoices, including coordinating with Church Treasurer on obtaining work area chairpersons authorizations for payment.
- Manage all contracts with financial services firms to ensure accuracy of records.
 - Prepare and mail quarterly statements of giving to donors.
 - Maintain accurate record of cashflow.
 - Conduct monthly bank reconciliation.
 - Prepare all appropriate summaries necessary for posting to General Ledger.
 - Supervise volunteer money counters in counting and classifying funds received by the church and prepare weekly deposits of all receipts.
 - Prepare monthly balance sheet and income and expense reports in keeping with General Accepted Accounting Principles, church policy and the United Methodist Book of Discipline.
 - Provide financial reports to Church committees and staff members upon request.
 - Post financial gifts to appropriate funds, reconciling with summaries provided by the money counters, keeping accurate and appropriate detail of each donor's records.
 - Prepare and submit all appropriate payroll and other tax documentation.
- Implement TUMC Policy and Procedure Manual and financial management and purchasing procedures as established by the Finance Committee and Church Council.
- Support annual stewardship campaigns.
- Ensure privacy of contributions made by givers to the church.
- Attend monthly Finance Committee meetings.
- Consult with Pastor, Finance Chairman and Treasurer on matters of investments and payment of apportionments.
- Assist the Finance Committee to develop the annual church budget.
- Assist with regular financial audits.
- Other duties as assigned.

Qualifications:

- Accounting degree and/or comparable experience with a proven performance in administrative situations.



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- Strong computer and organizational skills
- Experience with financial recording methods, and various accounting software programs.
- Experience with payroll systems and taxes, withholding and tax forms, property tax forms, Not-for-Profit organization financial management, and year-end reporting requirements.
- Ability to exercise appropriate discretion and maintain confidentiality of financial records related to member contributions.
- Effective communication skills.

Work Schedule: The work schedule would consist of approximately 25 hours per week between Monday - Friday of each week. Attendance at other events which may not coincide with the regular schedule such as retreats and professional development training may be required from time to time.