

Pine Forest United Methodist Church Financial Secretary (FS)

Financial Secretary (FS) is a part-time hourly position. This position requires a fluctuating work week based upon less than 15 hours per week (typically Monday and Thursday mornings). The FS is responsible to the Staff Parish Relations Committee and reports to the Senior Pastor.

General Statement of Job:

Maintains complete and accurate financial records of the incomes and expenditures of the Church. Provides regular current financial statements and information for budgeting purposes. Manages payroll and accounts payable and confidential recording of stewardship/donor contributions.

Specific Duties/Responsibilities:

Tabulates offerings, prepares deposit records and bank deposit transactions
Enters financial data in church and conference software programs
Generates monthly financial statements and quarterly contribution reports
Collaborates with Finance Committee, staff and other committees
Secures members pledges/contributions statements quarterly/annually
Calculates, prepares and distributes payroll checks and tax related reporting
Maintains records of payroll files and reporting in a timely manner
Records accounts payable, including a complete file of statements/receipts
Practices sound accounting principles with signatures as required
Assists in record keeping for special events or fundraising events
(ex. trips, love offerings, capital campaigns, missions, special projects)
Secures records of gifts of donations/stocks/in-kind/endowment funds
Maintains records of memorial gifts, provides acknowledgment to donors
Keeper of records relating to Church property including insurance/deeds/titles
Insures secure confidentiality and discretion in handling all information
Works with committee chairs and staff to facilitate planning and decisions
Suggests budget requests to maintain best practices and anticipate needs
Participates in staff and committee meetings as related to the duties
Coordinates urgent time sensitive duties in absence of Admin Assistant
Comply fully with Safe Sanctuaries standards and practice
Completes federal and local tax information and conference reports as required
Participates in Continuing Education Programming as appropriate
Attends weekly staff or other job specific meetings as requested
Creates healthy relationship with congregational church body

Active part of ministering team at PFUMC. Open communication with staff working toward the betterment of the church as a whole.

Christian Code of Conduct:

Committed and professing Christian that believed themselves to be specifically called by God to serve in ministry at PFUMC. A representative of Jesus Christ and PFUMC in the community and beyond and are accountable to standards of conduct.

Revised: March 2022