**Christ United Methodist Church**

**Job Covenant**

**Position:** Financial Administrator

**Spiritual:**

* A demonstrated commitment to Christian principles.
* Commitment to personal spiritual growth and healthy lifestyle.
* Considers this position a ministry calling, not simply a job.
* Models standards and expectations of Christian leadership.

**Education and Experience:**

* Demonstrated commitment to inclusivity for all God’s people.
* Prompt and excellent customer service skills (written and verbal).
* Bachelor’s degree in accounting or two years equivalent experience in the finance field.
* Knowledge of general accounting principles.
* Experience with Quickbooks.
* Ability to speak and write accurately and effectively.
* Strong interpersonal skills.
* Ability to function in a confidential work environment with sensitive information.

**Position Requirements:**

* An understanding and acceptance of the mission, vision and goals of Christ United Methodist Church
* Ability to work in a team-based, strengths-based environment
* Professional writing skills and ability to utilize technology as a venue for resourcing
* Creativity and flexibility around the evolving resource needs of Christ United Methodist Church leaders and their congregations
* Attention to detail, positive attitude and commitment to excellence

**Purpose of Position:**

Work closely with the Finance Committee to nurture the financial vitality of Christ United Methodist Church (CUMC) through financial transparency, thinking missionally about budgeting, and engaging in financial best practices.

**Reporting Relationships:**

Responsible to the Lead Pastor, Finance Committee and colleague of all other Church staff.

**Specific Position Responsibilities:**

1. **Accounting**
* Provide all accounting functions for CUMC, including customer invoicing, accounts payable, contribution recordkeeping, payroll and reporting functions for CUMC.
* Manage restricted funds and provide financial reporting as necessary.
* Monitor overall and individual budgets, funds and expenditures.
* Prepares year-end tax statements: contribution statements, W-2’s, 1099’s, etc.
* Lead the process for preparation of the annual budget.
* Prepare regular reporting for staff and committees to ensure financial transparency.
* Serve as the staff liaison to the volunteers who serve as money counters.
* Serve as staff liaison to Finance Committee.
1. **Administration**
* Ensures that CUMC financial policies and procedures are current and accurately reflect the day to day financial functions.
* Responsible for human resource requirements, filings and reporting functions.
* Assist with preparation documentation to meet the reporting requirements of the Minnesota Annual Conference of the United Methodist Church.
* Management of the church’s long-term financial record retention and personnel files.
* Management of the church’s operating procedures related to financial aspects of CUMC.
1. **Contribution Management**
* Maintains the member database in regards to contributions including recording of annual pledges, regular contributions, etc.
* Manages automatic pledge payments.
* Manages contribution envelopes.
* Assists members with contributions by means of stock transfers, etc.
* Prepares contribution statements.

This job description provides the primary functions of this role, other tasks and duties may be necessary to support the overall purpose of this function.

**Prepared:** May 2015