

First United Methodist Church, Millbrook
Financial Administrator
Job Description

Supervisor: Senior Pastor

Processes offerings and donations

- Retrieves night deposit bag from the bank
- Balances and posts individual contribution accounts
 - Ensures that all cash counted by Sunday Counters balance
 - Separates all checks by designated categories
 - Posts to each contributors giving record
- Reviews emails for contributors who utilize direct deposits
 - Posts direct deposits to individual contribution records
- Prepares deposit for the bank
 - Prepares deposit for the bank making sure that cash balances
 - Ensures that the listing of checks balances

Manages church finances

- Understands cash flow for church financials
 - Reviews all outstanding bills or payroll to be paid ensuring that deposits and balance covers these items
- Prepares and prints all checks for mailing
 - Ensures that all checks that are not standard monthly bills have an appropriate form filled out before printing checks
 - Reviews information on bills to determine category of budget to debit before printing checks
- Prepares and files all bi-weekly and monthly payroll taxes
 - Prepares Excel worksheet for bi-weekly taxes
 - Posts State and Federal taxes to be paid electronically to appropriate website
 - Posts entries for the bi-weekly and monthly taxes
- Prepares annual budget for approval by Church Council
 - Provides budgetary worksheets to various church ministries for use in preparing annual budget
 - Collects and collates budget information for use by finance committee

Reporting

- Prints all weekly, monthly, and quarterly and annually reports
 - Prints weekly Trial Balance Sheet
 - Prints all reports to be used at monthly meetings as requested
 - Prints a Trial Balance for Year end

Church Membership & Attendance

- Maintains reports of church membership

- Adds all new members to church membership
- Deletes all deceased members from church membership
- Transfers information of members that move their membership to another church
- Prepares and posts all weekly Sunday School and Worship attendance
 - Posts attendance weekly for all Sunday School classes
 - Posts attendance weekly for worship services
 - Prints Sunday School marking sheet for the coming Sunday
 - Attends Church Council Meetings
 - Attends Finance Committee Meetings
 - Attends weekly staff meetings

Any others duties as assigned and requested