

**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**