

First Bethel United Methodist Church

FINANCE ADMINISTRATOR

Responsibilities:

Maintain daily financial affairs of the church *paying careful attention to issues of confidentiality.*

Qualifications:

- Business and financial training and practical experience in accounting and purchasing tasks
- Good written and verbal communication skills
- Computer literacy to include: Excel, Quicken and QuickBooks, word processing (Word Perfect), desktop publishing and knowledge of windows operating systems
- Internet usage skills
- Above average organizational and interpersonal skills
- Strong commitment to the church with a basic understanding of volunteer, non-profit organizations

Specific duties:

- General oversight of all business affairs, including contracts, insurance and vendors
- Preparing checks for accounts payable and payroll
- Establishing, tracking and reporting annual church budget
- Presenting monthly financial reports to Finance and Church Councils the third Monday of each month, 6:30 to 9:00 pm.
- Act as purchasing agent, tracking cash flow, and managing petty cash
- Regular communications with the Director and the Administrative Assistant for Kings School Kids regarding: budgeting, billing and collection procedures and purchasing for Kings School.
- Entering weekly church contributions
- Printing and mailing quarterly contribution statements
- Other duties as assigned

Compensation:

This is a salaried part-time position with no health benefits or paid vacation.

Compensation is based on a 3 days a week, 5 hours per day schedule, ideally 9:30 am to 2:30 pm
Salary range is set at \$11,000 - \$13,000 annually.

Accountability:

Accountability is to Lead Pastor and Staff Parish Relations Committee. All staff will have an annual review with the Lead Pastor and a member of the Staff Parish Relations Committee.