

Time requirements

20 hours per week.

Training and resources

- Attend workshops, seminars, and community college courses on basic bookkeeping and accounting skills.
- Receive training on church financial software.
- Will use office machinery: calculator, computer, copier, fax and folding machine.

Qualifications, skills, and gifts

- Demonstrates a growing faith as a Christian person.
- Skills in accounting, bookkeeping, and financial management.
- Ability to research, analyze, evaluate, and form conclusions using math skills, financial objectivity, and accounting tools and software.
- Ability to remain discrete regarding the giving patterns of individuals in the congregation.
- Desire to work with pastoral staff, support staff, church leaders, committees, and volunteers in a financial support role
- Willingness to be responsive to deadlines and schedule commitments.
- Personal stewardship skills.
- Knowledge of accounting and money management software.
- Confidentiality is strictly maintained.
- Possess one or more of the following gifts: administration, discernment, giving, knowledge, leadership, wisdom.

Benefits to the Worker

Satisfaction that you are helping guide the church in fiscally responsible ways, assisting the church in good stewardship of the congregation’s resources, and maintaining the integrity of the church through careful financial management.

Compensation

The Church Financial Officer shall be paid \$10.10 per hour. Social Security, Medicare, FICA and any additional payroll taxes will be deducted from the above amount.

Other expectations and benefits shall be found in the Personnel Practices Policy of St. Paul’s United Methodist Church.

Church Financial Officer _____ date _____

Pastor _____ date _____

Staff-Parish Chair _____ date _____