

# **St. Paul's United Methodist Church**

## ***Church Financial Officer***

### ***Title***

Church Financial Officer

### ***Purpose***

The Church Financial Officer administrates the day-to-day functions of the church's financial activities and acts as the primary fiscal agent of the church by accounting for the receipts and distributions of the church's monies.

### ***Reports to***

Lead Pastor

### ***Description of duties***

#### ***Deposits***

- Ensure that the disposable money bags are left for ushers to pick up for worship services.
- Schedule counter(s) every Monday morning.
- With counter(s), count and record the offerings on Monday morning or ASAP after worship services.
- Verify reports submitted by offering counters.
- Manage electronic payments.
- Deposit offerings and other funds into church bank account(s) as soon as possible after funds are received.
- Manage Offering Envelopes: order boxes and assign numbers to members and those requesting numbers.
- Ensure that proper accounting procedures are followed.

#### ***Disbursements***

- Review check requests and request needed approvals or documentation. Prepare checks for signature of the Trustee chair or Luderman & Konst Representative.
- Oversee church and ARK preschool payroll using Luderman and Konst as our payroll provider and ensure tax withholdings are paid to appropriate taxing entities.

#### ***Reporting***

- Ensure payments are charged to appropriate areas of church operating budget and/or escrow accounts.
- Keep all vouchers, invoices, checks, journals, and records up to date by account through proper use of Church Windows accounting software.
- Record receipts and disbursements, along with budgeted and actual expenditures using Church Windows accounting software.
- Endowment Accounts: Report to Endowment Committee, Finance and Trustees monthly balances.
- Review and reconcile church bank statements.
- Prepare and present written and oral reports for pastoral staff, administrative board, trustees, and/or congregational meetings.
- Assist as requested in the annual audit.
- Assist with budget preparations, helping various programs and ministries to submit proposed budgets to church governing board; communicate budget approvals and revisions.
- Maintain records indicating where all funds originated and how much each contributor has given.
- Distribute and/or mail quarterly statements of offerings/contributions.
- Maintain records of financial proceedings, projects, and procedures for future bookkeepers.
- Produce year-end report in conjunction with the senior pastor to be turned in to the Northwest Plains District and West Ohio Annual Conference.
- Attend Finance Committee, Trustees, Endowment Committee, and Administrative Board.