

Collierville United Methodist Church

Our vision: Reaching out to transform lives by extending God's love to all

Job Description

Job Description

Finance Associate

Classification: Hourly

Report to: Finance Administrator

Date: 9-30-2021

JOB DESCRIPTION

Summary

The person in this position should be a committed Christian Disciple. Works in conjunction with the Finance Administrator on financial and record keeping, accounts receivable, accounts payable and backup for reconciliation of accounts. Assembles highly confidential and sensitive information. Deals with a diverse group of members and visitors as well as internal contacts at all levels of the church. Independent judgement is required to plan, prioritize and organize diversified workloads.

Essential Functions

1. Pay invoices by verifying transaction information, obtaining authorization of payment and preparing disbursements on a weekly basis
2. Manage payroll by gathering information needed for payrolls paid out on the 15th and the 30th.
3. Provide support to program ministries financial needs with month end activity reports.
4. Maintain cash ledgers by verifying and posting account transactions
5. Prepare and make deposits to the bank, minimum of Monday & Fridays
6. Assist the Finance Administrator as needed with bank account reconciliation
7. Files sales tax monthly for the Common Cup
8. Provide backup for Facility Use Management including but not limited to: scheduling events in the event management system and setting or adjusting HVAC system
9. Resolve account discrepancies by working with vendors, investigation documentation and issuing stop payment and/or adjustments
10. Monitor and reconcile Balance Sheet accounts monthly
11. Other duties as assigned

Competencies

1. Personal Effectiveness/Credibility
2. Thoroughness
3. Collaboration Skills
4. Attention to Detail
5. Communication Proficiency
6. Flexibility
7. Confidentiality

Supervisory Responsibility

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This position has no supervisory responsibility

Work Environment

This position operates in a professional church office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Position Type and Expected Hours of Work

This is a 20-25 hour per week hourly position. Days and hours of work to be determined with supervisor.

Required Education and Experience

1. High School Diploma
2. Five Years of accounting/finance experience
3. Knowledge of church software data bases and/or Shelby Systems

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by the following necessary levels:

Direct Supervisor _____ Date_____

Staff Parish Relations _____ Date_____

Employee Signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee _____ Date_____