

## **CHURCH OF THE SAVIOUR UNITED METHODIST JOB DESCRIPTION**

**Position:** **Financial Coordinator  
Part-Time Position**

**Accountable to:** **Senior Pastor**

**Job Summary:** The Financial Coordinator is responsible for keeping church financial records current and accurate.

### **Spiritual Requirements:**

- Be a committed follower and believer of Jesus Christ, seeking to love and serve God and the church using the gift of administration and financial management.
- Understand and be able to champion and uphold the mission and values of Church of the Saviour United Methodist.
- Commitment to personal spiritual growth and healthy lifestyle.
- Considers this position a ministry, not a job.
- Personally practices healthy relational boundaries and fiscal integrity.

### **Areas of Responsibility:**

#### **Finances**

- Work with our third-party accounting firm to oversee all financial management and accounting and ensure adherence to fiscal controls and procedures.
- Maintain financial contribution records, provide quarterly and annual statements, and prepare other contribution correspondence.
- Assist church members with their contribution records.
- Enter and maintain contribution pledges.
- Prepare and send pledge acknowledgement letters.
- Prepare and send acknowledgement letters for stock, IRA, grant, in-kind, memorials.
- Coordinate with Senior Pastor for special offerings.
- Recruit, supervise, train, schedule, and nurture volunteer offering count team.
- Oversee payments to vendors and approve invoices.
- Schedule and attend monthly financial review with accounting firm.
- Review and provide monthly financial reports and provide analysis to the Servant Leadership Board and Finance committee.
- Serve as an active member of the Finance committee.

- In conjunction with the Finance committee chair, communicate financial information to the congregation.
- Provide reports and financial analysis requested by the Servant Leadership Board, standing committees, or the Senior Pastor for the preparation of the annual budget, to assist with the annual finance campaign, or to assist with any capital campaign.
- Periodically perform audit of the church's finances.
- Work collaboratively with our audit firm to complete the annual audit.
- Serve as an active member of Endowment Committee.

### **Human Resources**

- Maintain compliance with all government and denominational agencies, including but not limited to all taxes, worker's compensation, health savings accounts and flexible spending plans.
- Perform any background checks that may be required for Church of the Saviour employees and volunteers and secure said results in a confidential manner.
- Process bi-weekly payroll through payroll company.

### **Job Qualifications and Experience**

- Bachelor's degree is required or demonstrated combination of education, training, and experience in accounting or finance.
- Possess strong organizational and team building skills.
- Possess excellent written and oral communications skills.
- Must be proficient with Microsoft Office and have a working knowledge of computer systems. Must have the ability to learn and utilize church database.