

**DESERT FOOTHILLS UNITED METHODIST CHURCH
PHOENIX, ARIZONA**

**Finance Director
Job Responsibilities
4-19-17**

PRINCIPAL FUNCTION: To fulfill requirements as necessary in the areas of finance administration and church record keeping.

CRITICAL SUCCESS FACTORS:

- ❖ Proficiency with double entry accounting practices
- ❖ Maintain church database, including payroll tax updates
- ❖ Proficiency of church fund accounting procedures and 501 C3 IRS requirements
- ❖ Exercise confidentiality as required to protect member and staff privacy
- ❖ A business or accounting degree preferred (or intermediate accounting courses as a minimum with experience)
- ❖ Be able to advise committee members on best practices of financial reporting and documentation

STAFF RESPONSIBILITIES:

The employee shall

- Attend meetings as requested by pastor, ad council or finance chairpersons
- Follow established Church policies in the areas of record keeping; Gift Acceptance Policy, Cash Handling Policy and Designated Fund Policies.
- Adhere to and promote the relational covenant
- Work with finance chairperson and treasurer on monthly review of record keeping

Database Administration

- ❖ Enter weekly contributions. Keep funds updated and their relationship to the general ledger.
- ❖ Provide quarterly giving statements to the congregation
- ❖ Provide letters verifying non cash donations as needed.
- ❖ Keep supporting reports and schedules as needs (memorial fund).
- Maintain communication with conference office on reporting requirements.
- ❖ Coordinate weekly counters and provide instruction and training as needed.

Finance/Payroll/Accounts Payable

- ❖ Set up and maintain financial software. Enter invoices, print checks weekly.
- ❖ Respond to vendors as needed.
- ❖ Payroll checks run twice a month. Auto deposited by treasurer through Chase
- ❖ Deposit payroll taxes monthly to IRS. 941 reports filed quarterly for the IRS.
- ❖ State returns filed quarterly.
- ❖ W-2s run at year end. Year end reporting as required by the federal government.
- ❖ Learn software updates as needed.
- ❖ Communication with Vanguard securities on stock transactions.
- ❖ Communication with Chase on check signers and other documentation needed, weekly count, etc.
- ❖ Maintain communication with conference office on position requirements.
- ❖ Provide financial statements from approved financial software (balance sheet, designated fund and revenue and expense reports) to finance and committees.
- ❖ Work with SPRC on new hires and providing correct documentation and tax forms.
- ❖ Provide budget support to committee chairpersons as needed.

HOURS:

This position will average 10-12 hours per week, but is approved occasional additional hours as necessary. This can be hourly or part time salaried position to be negotiated with SPRC.

I understand that the job description may be modified over time and that other duties might be added or some duties might be assigned elsewhere.

Name _____

Date _____

