



Job description

FINANCIAL SECRETARY

University United Methodist Church, Baton Rouge

THIS JOB :

- REQUIRES A STRICT LEVEL OF CONFIDENTIALITY
- IS PART TIME

Job Summary: University United Methodist Church is responsible for the financial resources which have been entrusted to it. This responsibility includes safeguarding UUMC assets, exercising good judgment in financial matters, accountability to those who provide monetary support to UUMC, and compliance with regulations. As such, the Church is committed to the highest standards of fiscal integrity and accountability. The Financial Secretary will ensure that best financial practices are followed and that administrative and operational staff have appropriate supervision to maintain Church grounds and facilities.

Roles and Responsibilities:

1. Financial Secretary

- Oversee/manage church bank accounts including, but not limited to, charitable contributions, Sunday offering, pre-school and after-school tuition tracking. This includes posting monies to the general ledger and depositing funds among church accounts. Provide contribution statements to members quarterly.
- Manage and set up all draft documents from the church, the preschool, and the afterschool in the software supported by the bank, including verification of drafts.
- Maintain and administer annual stewardship campaign.
- Maintain an accurate accounting of all money received for purposes other than pledges to the operating budget. Post money received to the proper GL account, reconcile the accounts, and disburse the money as instructed.
- Maintain the balance in the checking accounts. Transfer money between accounts and

between banks as necessary to maintain a positive balance for writing checks.

vi. Reconcile all asset and liability accounts and all restricted funds quarterly.

vii. Process payroll every two weeks, including verification of employee direct deposit information on file. Input payroll batches for the church, preschool and afterschool. Process and release the data by ACH for direct deposit. Pay payroll taxes to the IRS by phone within 2 days each pay period.

viii. Pay bills weekly. Manage the cash position by paying the bills as due. Coordinate second signature on the checks with the Treasurer or other authorized signer.

ix. Maintain credit cards issued to employees.

x. Prepare budget for the church annually. Assist with preparation of the preschool and afterschool budgets. Work with Stewardship Committee on deadlines and send out information to work areas to prepare the budgets.

xi. Prepare reports monthly for the ministers, finance committee chairperson, and the Treasurer. Distribute to the finance committee as requested or for meetings. Attend regular finance committee meetings and keep minutes.

xii. Prepare IRS Form 941 each quarter and mail to the IRS, and reconcile to the payroll taxes paid during the quarter. Prepare all W2s and 1099s at the end of the year. Reconcile to the quarterly 941s.

xiii. Prepare annual reports on finance for the district office.

xiv. Attend or arrange for staff to attend to the hospitality and college lunch positions.

2. Attend Staff Meetings Weekly – executive director outside of ministerial life of the church.

Perform other duties and requested by the ministers or other church members.

Resumes may be sent via email to our Office Manager.

Job Type: Part-time

People with a criminal record are encouraged to apply

Ability to commute/relocate:

- Baton Rouge, LA 70802: Reliably commute or planning to relocate before starting work (Required)

Work Location: In person