



**New Life United Methodist Church
Midlothian, Virginia**

**STAFF JOB DESCRIPTION POSITION
FINANCE ADMINISTRATOR**

Job Summary

The Financial Administrator is responsible for the efficient and accurate management of the church finances. This is a part-time 20 hour/week position compensated in the range of \$21-22/hour.

Educational/Experience Requirements

Office experience and understanding of basic accounting practices
Familiar with or willing to learn payroll services
Experience in software programs: QuickBooks, EXCEL, Email
Experience in Church Community Builder (CCB) Preferable
Strong organizational skills and communication skills

Major Financial Duties

- Allocate incoming funds (regular giving, grants, special giving) to appropriate accounts and sub-accounts (i.e., General Fund; Debt Reduction; Good Samaritan; Mission Restricted)
- Process invoices (includes determining fund allocation, accounting and check processing for multiple accounts) and manage W-9s
- Prepare monthly, quarterly and year-end payroll taxes, including W-2's and 1099's
- Prepare checks for accounts payable and payroll; prepare batch for direct deposit of payroll twice a month
- Track employee paid time off
- Transfer funds through online banking
- Maintain accurate financial records (*bank deposits, bank statements for Operating Account, Savings Account, Electronic Giving Account, Money Market, CD's and Weekly Offerings*)
- Enter weekly financial giving into CCB
- Prepare monthly reports (Balance sheet, Profit and Loss, Budget Tracker, etc.) and participate in Finance Committee meetings
- Manage online contributions through Vanco
- Reconcile monthly bank statements
- Prepare quarterly budget reports and track expenses vs. budget for the church
- Manage church VISA cards
- Respond to email inquiries
- Prepare Finance Budget
- Additional Finance Reports as Required - such as Conference Year End Reports, Annual Workers Compensation Audit, Audit balance Fund Report for Conference

Characteristics

1. Well-grounded in the Christian faith and the Bible.
2. Openly and lovingly articulate the Christian faith and possess a passion for others to grow in their relationship with God.
3. Possess strong interpersonal skills.
4. Team oriented and excellence motivated.
5. Possess excellent written and verbal communication skills.

Behavior

1. Highly professional, Christian behavior is expected at all times.
2. Dress code should be appropriate to the situation.
3. Personal life must reflect a high ethical, Christian standard.
4. No alcohol or tobacco use during church functions or on church grounds.

Supervision

1. Position will be supervised directly by the Pastor.
2. Job performance is accountable to the Staff Parish Relations Committee.
3. Job performance assessment will be made annually.
4. After the first 90 days of employment an evaluation will be made by the Staff Parish Relations Committee or the Pastor.

Background and Disclosures

1. Acceptable background check shall be conducted on all newly hired staff at New Life Church; and shall include, but not be limited to the Virginia State Police criminal and sex offender check.
2. Must read, agree to and sign New Life Policy Handbook.
3. Must read, agree to and sign Child Protection Policy.
4. Must read, agree to and sign Technology Policy.
5. Must read, agree to and sign Social Media Policy.
6. Must sign a statement of understanding that membership (or regularly attending) New Life Church does not provide any guarantee of employment.