

Position Title: Financial Coordinator

Employment Status: Salaried/Part-Time/24 hours per week

Salary: \$20K -\$25K commensurate with education and experience. Established annually by the Staff Parish Relations Committee

FLSA: Non-Exempt

Updated: August 2022

Introduction:

The purpose of Shiloh United Methodist Church is to make disciples of Jesus Christ for the transformation of the world. The Financial Coordinator, along with all members of the staff of Shiloh United Methodist Church (SUMC), is called to help the Church fulfill this purpose.

Skills/Competencies/Requirements:

The Financial Coordinator must have a thorough working knowledge of budgeting, accounting, and financial processing. He/she must have excellent interpersonal skills to work with all functions and ministries to plan, execute and oversee the annual budget and other financial processes. Must have a thorough working knowledge of Quick Books. Must be able to work cooperatively and productively with others to achieve results.

Those duties in ***Bold Italics*** are performed most routinely and frequently; some daily, some weekly, and some bi-weekly. All others are performed much less frequently; monthly, annually, or as needed.

Key Duties and Responsibilities:

- Collaborate with Pastor, Finance Committee, and other committees/stakeholders to compile, maintain, and track the annual church budget and stewardship programs.
- ***Maintain and track member giving records.***
- Develop and maintain financial and audit policies and procedures in collaboration with the Finance Committee.
- Participates in and supports audits; some annual, some quarterly
- ***Maintain records for accounts payable, accounts receivable and payroll processing.***
- ***Pay bills, analyze expenses and cash flow, and maintain Accounts Payable charts.***
- Support and attend Finance Committee and Administrative Council meetings.
- ***Serve as liaison with multiple banking institutions and signature authority for multiple accounts.***

Other Budgeting Duties/Responsibilities:

- Support budgeting process by projecting revenues and providing historical expenses.
- Provide financial information to staff on a quarterly or as-needed basis.
- Provide financial reports as needed by boards and committees.

Other Giving/Gifts Duties/Responsibilities:

- ***Oversee volunteer giving counters and provide direction for distribution to multiple funds.***
- ***Ensure accuracy of weekly giving counters.***
- ***Oversee receipt, deposit, and posting of church contributions.***
- Maintain the receipt, recording and expenditure of memorial gifts and other “directed” giving.

Other Payroll/Personnel Duties/Responsibilities:

- ***Gather timesheets and provide payroll information to the payroll processing company, ensuring employees have direct deposit accounts and distributing payroll checks if necessary.***

- Process employee forms such as Form W-4, Employee's Withholding Allowance Certificate and Form I-9, Employment Eligibility Verification.
- Submit monthly/quarterly/annual tax information for Federal and State taxes.
- Disburse W-2 and W-3 information.
- Staff contact for employee insurance, worker's compensation and retirement benefits.
- Track/record staff time off balances and use of benefit time.

Other Education and Information Duties/Responsibilities:

- Work with the Communications Coordinator to develop materials related to stewardship.
- Provide annual giving statements.
- Provide financial data as requested.

Other Duties/Responsibilities:

- Staff contact on facility insurance issues, in collaboration with the Trustees Committee.
- Work with Trustees on facility related issues, including maintaining a capital budget.
- Other duties as assigned by the Pastor or SPPRC.
- Serves on other committees as required (e.g., Fundraising and Endowment Committees).

Supervisory Controls:

The Business Manager will work under the supervision of the Pastor. The Pastor will assign work in keeping with the overall goals of SUMC ministries, and the Financial Coordinator will seek to accomplish the work in a responsible and independent manner. The Financial Coordinator will keep the Pastor informed of sensitive issues and of the status of the programs and staff. The Pastor will review the work issues of the Financial Coordinator as it affects the overall quality of program accomplishment and will provide constructive guidance as required.

The SUMC Staff Parish Relations Committee will serve as the personnel agency and will provide work evaluation, recommend appropriate compensation, and hear grievances.

The Financial Coordinator will be expected to be familiar with and to follow the requirements of The Shiloh United Methodist Employee Handbook.