HYDE PARK COMMUNITY UNITED METHODIST CHURCH

Job Description

The mission of Hyde Park Community United Methodist Church is to

share the love of Jesus to transform lives, Cincinnati and the world.

**Position:** Financial Assistant (Part-Time, 3 day work week, 24 hours)

**1. General Description**

The Financial Assistant is responsible for time sensitive, recurring tasks, such as payroll, monthly journal entries, and recording of donations and stock gifts. The Financial Assistant will coordinate a team to receive, classify, and record all donations. The Financial Assistant will report to the Director of Finance.

**2. Staff Commitments**

Commitment to Jesus Christ, serving on a team committed to excellence, and dedication to the mission of Hyde Park Community United Methodist Church: sharing the love of Jesus to transform lives, Cincinnati and the world.

**3. Responsibilities**

**Payroll:**

* Enter information online with our payroll vendor for semi-monthly staff payroll, and prepare payroll journal entry. Submit to the Director of Finance for review and approval before transmission to the payroll vendor.
* Prepare monthly schedule of wedding service fees to be paid to staff persons or outside contractors. Ensure schedule is prepared in time for the end of month payroll batch.
* Review year-end W-2’s.

**General Ledger & Reporting Support:**

* Input credit card expenses.
* Prepare monthly journal entries such as deferred revenue, Coffee & Van use cross charges; recording of childcare expenses.
* Maintain schedules to support balance sheet accounts such as prepaid expenses, temporary items. Prepare reconciliations and back up documentation for annual audit or review. Record all postage use and maintain schedules detailing balance & use for all prepaid postage accounts.
* Record copier use on all 3 copiers and prepare summary quarterly entry to cross charge copies to ministries.
* Maintain current list of copier codes and coordinate with church office when new codes are needed or old codes need to be deleted.
* Prepare/maintain Bank reconciliations.
* Maintain organized files on donations and disbursements and move older records to storage on an annual basis.
* Other duties may be required from time to time as requested by the Director of Finance.

**Accounts Payable:**

* Backup to the Financial Support Staff Person: Receive bills; check requests and route purchases to staff for approval to pay.
* Backup to support staff to enter payables weekly or bi-weekly.
* Backup to support staff to generate checks every week and coordinate with an authorized signer, and obtain 2nd signature on checks over $1,000. Match up bills with checks and after signatures are complete, sort and mail checks.
* Backup to support staff to record on-line payments for electronically paid invoices.
* Backup to support staff to watch for potential form 1099-Misc recipients during the year and obtain form W-9 before check is released. At year end determine who is eligible to receive IRS form 1099-Misc (compensation for services paid to non-employees and non-corporations), check for complete information; generate forms & compile summary form 1096 for IRS by deadline. Prepare 1099-R related to certain endowment funds, as well as summary form. Issue form and file with IRS according to deadline.

**Contributions:**

* Record donations received as stock gifts, gathering necessary information to record gift and proceeds from stock sales. Initiate stock sales as needed for certain accounts. Generate stock gift letter on a timely basis after stock is received. Maintain log to track gains and losses as individual stock positions are sold and record the g/l in ledger.
* Receive, classify and record all non-deductible receipts such as student ministry trip fees, wedding fees, building use donations, etc., and take these deposits to bank.
* Process all Memorial donations and report necessary information to church office for inclusion in weekly bulletin. Forward information to church volunteer that prepares the acknowledgements for these donations.
* On a quarterly basis (or monthly if warranted) generate statements for self funded ministries such as UMW and Emmaus, to collect payment on copies, coffee use, postage etc.
* Report offering donations for inclusion in weekly bulletin/News and Happenings.
* Issue Contribution statements 4 times per year or as instructed by Director of Finance or Finance Team, usually sent out at the end of each quarter. Anticipate that some donors will to call to report corrections soon after receiving statements and issue corrected statements as needed. Statements are sent to a mail house for envelope stuffing and bulk mail processing to maintain confidentiality.
* Backup to support staff to receive, classify and record all donations received in weekly offerings and other church services. Tally and reconcile cash & checks and enter into REALM under appropriate purpose code(s) paying close attention to matching donor names with member names in REALM. Take deposit to bank. Ensure all cash receipts are kept in secured location(s). For internal control purposes, the entire process of ‘counting the offering’ should be done with another person, preferably a reliable volunteer church member.

**Human Resource**

* Manage Lay Employee Benefits.
* Assist Supervisors when new employees need onboarding, and when current employees exit.
* Run all background checks on new hires, and ministry volunteers.
* Generate Letter to new hires outlining expectations and benefits.

**Qualifications/Skills**

* Minimum of five years of financial accounting experience required.
* Accounting classes required.
* Must have knowledge of current databases and accounting computer application systems that supply and maintain financial information.
* Must possess the ability to relate well with staff, church members, and volunteers.
* Must be able to work independently and efficiently yet also function as a team player.
* Must have the ability to handle confidential matters and material appropriately.
* Experience with REALM Church Management Software preferred.

**Accountability**

The Financial Assistant is part of the Administrative Team and will report to the Director of Finance, and is held accountable for the following staff commitments:

1. Commitment to Jesus Christ. The expectation is that we will live and respond as Christians because Jesus Christ is the authority of our lives.
2. Commitment to mission of Hyde Park Community United Methodist Church. All work should align with the mission of Hyde Park Community UMC, as the congregation works to implement strategic objectives and goals. There is also the expectation of aligning all work with the areas of focus of the United Methodist Church:

Leader Development, New places for new people, Engage in ministry with people of poverty, Address the needs of Global Health.

1. Commitment to team ministry
   1. There is trust of other team members
   2. Engagement in unfiltered conflict around ideas
   3. Commitment to decisions and plans of action
   4. Hold one another accountable for delivering plans of action
   5. Focus upon the achievement of collective goals/results
2. Commitment to excellence in all areas of responsibility

All that we do in regard to work and relationships reflects Christ.