



Job Vacancy Announcement

Location: St. Paul United Methodist Church
6634 St. Barnabas Road Oxon Hill, MD 20745

Job Title: Financial Secretary

Type: Part-time - 20 hours per week

Annual Salary: Commensurate with Experience and Qualifications

Date Posted: July 22, 2019

Closing Date: Open until filled

To apply: Email resume and completed application (located on the St. Paul Church website) to staff_relations@stpumcmd.org
Point of Contact: Barbara Hart

ROLES AND RESPONSIBILITIES:

The employee in this position serves as the church's primary keeper of financial records. Using the policies and systems of the church, the Financial Secretary receives, records, and reconciles cash and non-cash contributions given to the church. The incumbent assists the Finance Chair and the Treasurer to prepare reports as required. The employee should be a Christ-centered and organized individual who is open, inclusive and shares Christ's love daily in support the church's ministry. Employee must successfully complete all requirements as established by the St. Paul United Methodist Church and the Baltimore Washington Conference Safe Sanctuaries Policies.

QUALIFICATIONS AND SKILLS

Proficiency with Power Church Plus software (not necessary to know the exact software) but knowledge of accounting/fund accounting, contributions; Microsoft Windows, Word and Excel is more important. All software is generally similar and finance team can teach power church. Employee must have an understanding of accurately recording and reporting of contributions, reconciliation of bank statements, processing of receipts and payments; and preparation of financial reports. Due to the fiduciary responsibilities, this position requires incumbent to be bonded.

PRIMARY DUTIES

- Keeps records of all contributions and disbursements.
- Reviews and corrects (if necessary) the donation entries of individual contribution records.

- Prepares and mails quarterly and annual contribution statements.
- Prepares and mails receipts substantiating a single contribution equal or greater than \$250.
- Validates all deposits
- Reconciles monthly bank statements.
- Assists Treasurer and Finance Chair in preparation of reports for the Finance Committee, Church Council and the Baltimore Washington Annual Conference.
- Assists Treasurer and Finance Chair in preparation of annual budget.
- Oversees the activities of the counting cadre as they process weekly offerings.
- Reviews vouchers and prepares payments based on the validity and instructions of the vouchers.
- Maintains funds accounting, entering valid transactions as necessary.
- Prepares detailed reports and supplemental information for annual audit of all financial records.

OTHER ADMINISTRATIVE DUTIES

- Serves as point of contact to vendors, suppliers and banks on all orders, contracts and financial matters.
- Files invoices, statements, contracts, applications, correspondence, minutes, audits, reports, etc.
- Backs-up financial software and data offline.
- Posts initial contribution records to the accounting system.
- Reconciles Sunday, on-line and other deposits.
- Assist the Treasurer with accounts payable.
- Sends payments to vendors.
- Interacts with Ministry Area Chairs regarding their budgets and expenditures.
- Maintains vendor records (contact and account information).
- Prepares and processes vouchers or invoices for payment.

KEY REQUIREMENTS

- Of the Christian Faith preferred.
- You must be a U.S. Citizen.
- Member of St. Paul UMC preferred.
- Will be required to serve a probationary period.
- Will be required to complete security process and background investigation.
- Your Resume
- A completed Job Vacancy Application. See below.

REQUIRED DOCUMENTS

- **Your Resume**
- **A completed Job Vacancy Application. See below**

Send required documents to: staff_relations@stpumcmd.org

Point Of Contact: Barbara Hart

Rev. Daryl L. Williams, Senior Pastor

6634 St. Barnabas Road | Oxon Hill, MD 20745 | P: 301.567.4433 admin@stpumcmd.org |

www.stpauloxonhill.com



Job Vacancy Application

1. Name:

2. Address:

-Daytime Phone:

-Evening Phone:

-Cell:

-Email Address:

3. Occupation:

4. Current Employer:

Address: _____

5. Current Job Responsibilities: _____

6. Special interest, hobbies, and skills:

References: Please list three personal references (people who are not related to you by blood or marriage) and provide a complete address and phone information for each. References are confidential.