

Position Description
Financial Manager
Worthington United Methodist Church
Worthington, OH

Primary Objective:

To effectively assist in administering the finances of Worthington United Methodist Church in order to assure accurate and transparent accounting principles and practices are followed. The Financial Manager works with the Treasurer, Finance Committee Chair, Endowment Committee Chair, and Integrity Bookkeeping to carry out the Financial Responsibilities of WUMC. This person shall report directly to the Lead Pastor.

Essential Duties and Responsibilities:

- Process all accounts receivables - making sure appropriate accounts are credited, including all operating monies, special donations, and memorials. Record all collections and deposits of church tithes and offerings.
- Obtain approval of bills prior to sending to Integrity Bookkeeping for payment.
- Work with Integrity Bookkeeping to prepare payroll for employees.
- Serve as point person at WUMC for questions related to bills, approval status, budget discrepancies, donation details and anything else related to money coming into and leaving the WUMC accounts.
- Review Integrity Bookkeeping's monthly finance reports for accuracy.
- Prepare financial reports for the Conference, Leader Board, Finance Committee, Endowment Committee, program leads, and others as required/requested.
- Attend monthly Finance Committee meetings and quarterly Endowment meetings.
- Prepare and distribute quarterly giving statements to the congregation as well as other donor acknowledgements.
- Monitor and maintain WUMC's online giving programs.
- Serve as point person for the yearly financial audits – preparing financial documentation, coordinating with church preschool, and working with the auditors.
- Work with volunteer Treasurer in preparing and managing the annual WUMC operating budget.
- Work with Integrity Bookkeeping to determine that all financial reporting requirements of governmental agencies are completed on behalf of the church.
- Work with the church preschool bookkeeper as needed, in particular with work related to shared expenses and reconciliation.
- Serve as benefit administrator for non-clergy staff working with insurance broker and pension plan provider to ensure benefits are received.
- Maintain all historical financial and employee files.
- Assist in other projects or activities that may arise.

Experience:

A minimum of five years in accounting or bookkeeping, with demonstrated leadership skills in financial record keeping experience preferably in not-for-profit environments. An understanding of the working relationships within congregational volunteer organizations is preferred. A demonstrated competency with computer programs (Microsoft applications and systems) and financial software.

Approved: _____

Date: _____