

Sample Position Description

Title: Financial Manager

Reports to: Rector
Works collaboratively with Treasurer and Assistant Treasurer

Position Summary:

The Financial Manager shall be responsible for the overall maintenance of the books of original entry through the Trial Balance, the Payroll including the timely deposit of withheld taxes to a Federal Depository Bank and the Commonwealth of Massachusetts, and for proper recording of the Stewardship of the church, and any other related duties to the operation of the church.

Principal Accountabilities:

Proper recording of all Stewardship Funds and Memorial Gifts.
Proper journalization of all income and expenses, posting to the general ledger and monthly statements of income and expenses.
Ordering and procurement of office supplies when requested after proper authorization.
Assist in the annual Budget Process.
Update and maintain membership records.
Process the quarterly disbursement of income from Endowment Fund.
Provide assistance in the annual audit, as requested by the external auditor.

Following is a list of Duties and Responsibilities by Category:

A. Computer

Fund processing - - Sort, batch, and post money received. Maintain monthly reports, produce and mail quarterly reports to parishioners, maintain a copy for the church records in particular complying with the Federal Giving Guidelines.

After all other Fund Giving has been acknowledged by the Parish Secretary, post and maintain gifts to Discretionary, Flower, Memorial, Rebuilding, Bell Tower, Organ, Candle, Social Relief Fund, and any other fund which may be established.

Post from Receipts/Disbursements Journal to the General Ledger, prepare and maintain Trial Balance.

Prepare and produce Financial Reports for the Vestry each month.

Prepare year-end budget calculations for the New Year.

Update and maintain Membership Records.

Calculate, prepare and maintain Payroll Records including payment of taxes withheld (may be done by an outside payroll company).

Produce Mailing Labels for leaflets, envelope boxes, and special mailings.

Process Quarterly Endowment: disburse receipts among endowment records covering all accounts.

Post the Receipts Journal, prepare checks and post the Disbursement Journal; then deposit checks into the appropriate bank accounts.

Process quarterly operational/ministry reports for budget comparison.

B. System Backup

Prepare and maintain backup disks for system software and church files. Backups to be stored in a fire proof file in the Parish Secretary's office.

C. Manual Systems

Prepare, post, and maintain the following transactions for:

All passbook transactions and checking account transactions made at proper banking facility - - any withdrawal of funds requires approval from vestry and withdrawal slips require dual signatures.

Reconcile all bank statements.

Prepare quarterly payroll records. Maintain tax documentation and forward year end figures to the accountant for processing W-2 and 1099 forms.

Transfer amounts (reimburse operating fund) for expenses from Flowers, Scholarships, Altar Guild, and any other items generally paid from funds other than operating.