



BRECKSVILLE

UNITED METHODIST CHURCH

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Job Title: Finance Manager	Compensation: Hourly	Education: Bachelor Degree preferred or equivalent work experience
Supervisor: Senior Pastor		
Work Period: Part Time, 6-8 hrs./wk.		
Date Created: September 2024	Reviewed By:	

Position Overview

Ensures bills and payroll are processed promptly. Balances monthly finances and produces financial reports. Develops a yearly budget and monitors progress throughout the year, identifying budget surplus or shortfall;

Job Functions

Daily

1. Manage accounts payable, ensuring that all church bills are paid on time and all accounts are in order.
2. Assist church staff with budget inquiries and payment history.
3. Maintain files.
4. Handle correspondence/phone calls relative to business management (services needed, services offered, vendor problems).
5. Business management needs – investigate/coordinate areas of need, such as utility costs, office machinery, service contracts (boilers, trash removal, snow removal).

Weekly

1. Post bank deposit in church software management system (ACS) for all accounts
2. Post journal entries as needed.

Monthly

1. Provide internet input to Paychex for biweekly payroll.
2. Prepare financial reports for meetings (Leadership Board, Missions & CE, etc.).
3. Complete action items arising from Leadership Board meetings.
4. Reconcile Bank statements and close out the month. Post journal entries as required.
5. Ensure that Conference and District payments have been taken out of the bank account by the Conference.
6. Remit to the conference treasurer all World Service and conference benevolence funds on hand.
7. Review pledge vs. actual donation status.

Annually

1. Send out a budget call in September.

2. Combine budget inputs to an expense budget submission to Leadership Board.
3. Prepare an operating budget, broken down by departments. Review with departments, submit to Leadership Board. Reconcile if necessary.
4. Set up/entry in ACS for new budget.
5. Utilize predictive analysis for end of year results.
6. Prepare end of year giving reports.
7. Prepare Conference end of year report.
8. Prepare documents for annual audit.

As needed

1. Prepare on-boarding documents (tax forms, healthcare forms, employment eligibility) for new employees and set up direct deposit in Paychex.
2. Prepare reports and research for projects.
3. Monitor staff credit cards. Add or remove cards as necessary.

Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school or equivalent (required)
- Committed to Brecksville UMC's vision, mission, and goals
- Prior experience with accounts payable, accounts receiving and general accounting practices.
- A talent for numbers and aptitude with learning computer software.
- Skill with written communications.
- Serve with enthusiasm as a member of an open and welcoming, Christ-centered, mission-driven team that is committed to serving as the hands and feet of Christ
- Ability to respect confidentiality and deal skillfully with sensitive information
- Experience in or knowledge of a church environment is a plus.
- Successful candidate must pass a background check and must be bonded.

Skills

- Ability to organize details.
- Strong computer and technology skills. Ability to learn new technologies.
- Proficiency with accounting software and the ability to learn new software programs.
- Excellent organizational skills.
- Effective verbal and written communication skills.
- Ability to read, write, and understand English.

Accountability

Regular updates with the Senior Pastor and Leadership Board regarding essential job functions and areas of responsibilities within the church.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of BUMC.