



## HILLTOP UNITED METHODIST CHURCH

99 South Highland Avenue Columbus, Ohio 43223

Phone (614) 279-8086 Fax (614) 279-9914

Rev. Dr. David R. Orgen, Pastor

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### **JOB DESCRIPTION -FINANCIAL SECRETARY**

- Staff Supervisor:** Pastor and SPPRC Chairperson
- Hiring Authority:** Pastor and Staff Pastor Parish Relations Committee, in consultation with the Finance Committee.
- Salary:** \$15.00 per hour
- Hours:** 5 hours per week or more when needed and approved
- Qualifications:**
- (1) Knowledge of administrative and clerical procedures and systems, such as Microsoft Office and QuickBooks, managing files and records, designing forms, and other office procedures.
  - (2) Knowledge of arithmetic, statistics, and their applications
  - (3) Knowledge of basic accounting principles and practices, banking, and the reporting of financial data.
  - (4) Being a practicing Christian is an occupational qualification for this position
- Duties:**
1. Pick up deposit ticket and bag from bank
  2. Record tithe envelopes and break out designated giving, balancing to the Sunday Receipts Report
  3. Record incoming bills and ministry request; submit information to Treasurer
  4. Balance reconciliation report to bank statement
  5. Maintain ongoing record of monthly income and expenses; submit to Treasurer and Finance Chair. Prepare reports for monthly finance committee meetings. Prepare financial information for church secretary reporting to UM Conference office.
  6. Maintain files for vendors and monthly documentation
  7. Maintain individual member record of giving for yearend tax reporting
  8. Prepare quarterly/yearend tax documents and BWC filing
  9. Work with Administrative Council to prepare yearly budget
  10. Attend monthly Finance and Administrative Council meetings