

Financial Assistant

The Financial Assistant is responsible for overseeing that all incoming contributions are counted properly by the Sunday Counting Team. The Financial Assistant is also responsible for enter all contributions into the database system and ensuring all money is taken to the bank. Maintaining contributions, receipts, and reimbursements; including creating the desired reports and sending out financial statements to congregation members; will fall to the Financial Assistant.

This position is a part-time position.

Base Hours: Sunday 11 – 4 PM, Monday – Wednesday as necessary

Hourly Rate: \$15-\$18

Benefits: none

To apply:

Send resume and cover letter to Ed Koch, Director of Financial Services at ekoch@foundryumc.org.

No phone calls please.

Application deadline: February 1, 2012

Job Description

Financial Assistant

Reports to: Director of Financial Services

Directly Supervises:

Status: Part-Time

Date Prepared: 1/1/2012

FLSA: Non-Exempt

Last Date Revised: 1/1/2012

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Essential Functions

- Monitor/oversee the Counting Team on Sundays
- Process contributions and ensure all money is taken to the bank
- Prepare and enter vouchers for checks and reimbursements
- Maintain appropriate records for contributions and receipts and run reports to keep staff updated on their specific accounts
- Mail/Email quarterly contribution statements, including the end of the year statement.

Other Responsibilities

- Participate in admin and full staff team meetings, staff trainings/retreats, and team building opportunities.

Qualifications

- College Degree and/or 3 – 5 years Experience in relevant field
- Knowledge of financial procedures
- Knowledge of computers and relevant software applications
- Keyboard skills

Physical Requirements

- Frequently required to stand and walk.
- Regularly required to sit; to use hands to handle or feel; to reach with hands and arms; to talk or hear.
- Occasionally required to climb, stoop, kneel, or crouch.
- Frequently lift and/or move up to 10 lbs and occasionally lift and/or move up to 30 lbs.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus.

Core Competencies

- **Mission Ownership:** Demonstrates understanding and full support of the ministry, mission, goals and Statement of Call of Foundry United Methodist Church.
- **Interpersonal Skills:**
 - Display a level of maturity which will ensure that appropriate boundaries are in place and that he/she will adhere to principles of staff covenant with specific attention to honoring

privacy, and confidentiality of both staff and congregation, and abiding by Safe Sanctuary policies as applicable and necessary.

- Exemplify a commitment to diversity and inclusion in all areas of the workplace.
- Demonstrate a positive, engaging, and respectful attitude at all times.
- Demonstrate a willingness to accept additional responsibilities and duties.
- **Team Building Skills:** Participate in staff meetings and team planning activities.
- **Organization Skills:** Demonstrate the ability to:
 - Focus, prioritize, schedule and manage multiple projects and tasks.
 - Develop and complete short-term and long-term goals and action plans that are aligned with overall goals of the church.
 - Meet commitments on time.
 - Communicates effectively in written and spoken communication.
- **Technical Skills:** Possess the ability and willingness to:
 - Operate common office equipment.
 - Understand as well as be able to implement and convey essential computer programs.
 - Learn new programs/equipment and recommend appropriate processes.
- **Spiritual Maturity:** Attentive to personal spiritual development, discipline, and growth.