

First United Methodist Church

Job Title: Assistant Director of Operations & Accounting

Reports to: Director of Administration & Missional Service

Purpose: Will manage the church accounting, membership, and building operations while serving the church's mission, core values and ministries. Act as financial liaison for Village Nursery School and Threshold Counseling. Assist the FUMC Foundation.

Duties and responsibilities include, but are not limited to:

- Assist the Director of Administration and Missional Service in duties.
- Manage church accounting and bookkeeping.
 - Use approved "Best Accounting Practices".
 - Coordinate financial activity with FUMC Treasurer.
 - Prepare and provide regular financial reports
 - Payroll responsibilities
 - Manage FUMC credit card assignments, reconciliation, and audits.
- Facilitate the maintenance of church buildings, property and vehicles.
- Manage church membership, regular attendees and visitor database. Develop effective communication for all parties.
- Village Nursery School (VNS) and Threshold Counseling financial liaison.
- Train and mentor FUMC Foundation Treasurer. If asked, assist FUMC Foundation with "Best Accounting Practices"
- Assist FUMC in internal and external audits

Qualifications include, but are not limited to:

- Experience in accounting, business or relevant coursework required. Bachelor's Degree in accounting preferred.
- 5+ years of accounting experience in a church, non-profit or service organization or other relevant experience.
- Must be able to lift a minimum of 25 lbs.
- Must be able to travel (valid driver's license) and make visits to bank or payroll services, or other business travel.
- Pass appropriate background checks. (Bondable)

Required Skills:

- Accounting & Bookkeeping
- Confidentiality
- Conflict resolution
- Ability to set and meet deadlines
- Technology including database management and Microsoft products

Direct Reports

Anyone or group who is handling FUMC cash

Revised: Wednesday, December 13, 17