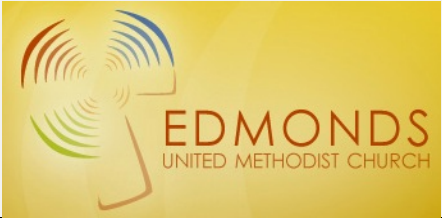


Job Title:	Finance Manager		
Department:	Finance	Location	EUMC Office
Level/Salary Range:	_____ a year plus benefits	Position Type:	30 hours/week, exempt
Reports To:	Pastor	Supervises:	
Job Description			
SUMMARY 30 HOUR PER WEEK EXEMPT SENIOR STAFF POSITION REPORTING TO THE PASTOR AND RESPONSIBLE FOR DIRECTING AND OVERSEEING THE BUSINESS AND FINANCIAL SUPPORT FUNCTIONS IN THE CHURCH. ROLE AND RESPONSIBILITIES ➤ <u>Leadership</u> ▪ Member of the Finance Committee ▪ Member of the Board of Trustees ▪ Member of Church Council ▪ Serves as the Church Treasurer ➤ <u>Finance</u> ▪ Responsible for all banking, investment accounts ▪ Responsible for paying all bills, reimbursements, payroll - EUMC & Children's Center (CC) ▪ Responsible for recording of monetary donations to the church ▪ Create and distribute quarterly and end of year contribution reports to givers ▪ Pay all payroll taxes, pension payments, health insurance payments – EUMC & CC ▪ Prepare and file Quarterly 941 Taxes, and Labor and Industries Taxes – EUMC & CC ▪ Prepare, file, and distribute end of year W-2 Tax forms and 1099's – EUMC & CC ▪ Prepare, file, and pay annual Sales/Excise Taxes for Thrift Shop ▪ Help prepare annual budget ▪ Assist with annual financial review of records ▪ Track Children's Center tuition ▪ Prepare and distribute monthly financial reports to committees ▪ Generate and submit annual reports to the Annual Conference ▪ Prepare apportionment reporting as requested ➤ <u>Other</u> ▪ Ensure the direction of monetary gifts to the Food Bank			

QUALITIES SOUGHT IN A QUALIFIED CANDIDATE

- A passion for working with staff, members of the congregation, and the general public
- Supports the vision of Edmonds United Methodist Church
- Strong interpersonal skills with demonstrated written and oral communication skills
- Working knowledge of QuickBooks and MS Office programs.
- Familiarity with Shelby church management software and Fellowship One Go is desired.
- Proven ability to leverage and mobilize volunteers and build community
- Proven planning and organization skills
- Proven & effective delegator
- Flexible, adaptable, and approachable
- Creative thinker and problem solver

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor degree or equivalent experience in finance, bookkeeping, and administration
- 4 or more years of experience in finance, bookkeeping, and administration
- Previous experience in a leadership/management role in a church or non-profit is beneficial

Approved By:	EUMC Staff Parish Relations Committee	Date:	January 30, 2020
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