

## **Financial Assistant**

The purpose of this position is to assist the Stewardship & Finance Committee with the financial records of the church and disbursement of funds.

### Qualifications:

1. Experience with accounting procedures, bookkeeping, and record keeping.
2. Ability to work with the appropriate accounting programs.
3. Must be able to maintain the confidentiality of contributions of members.
4. Interpersonal, relational skills for working with people.

### Responsibilities

1. Counting and accounting for contributions and other income.
2. Preparing invoices and checks for treasurer to approve and sign.
3. Balance bank accounts, enter journal entries, prepare financial statements.
4. Payroll.
5. Keep track of notes payable and investments.
6. Prepare budget for Stewardship & Finance Committee.
7. Prepare and mail quarterly statements for congregation.
8. Be familiar with insurance policy and know who to contact as needed.
9. Attend Stewardship & Finance Committee meetings and take meeting minutes.

### Part-Time

\$15/hour

Must Pass A Background Check

Please complete an application that can be picked up at the Church Office or downloaded from our website. Return to:

Spearfish United Methodist Church

845 N. 5<sup>th</sup> St.

Spearfish, SD 57783