



Christian Church (Disciples of Christ) of Greater Kansas City

Job Title:	Financial Secretary	Job Category:	Basic bookkeeping
Department/Group:	Region	Job Code/ Req#:	PT/Contract
Location:	9401 Johnson Drive, Merriam KS	Travel Required:	No travel beyond office required
Level/Salary Range:	Level 1 \$17/hour	Position Type:	Contract, part-time, or intern
HR Contact:	Rev. William Rose-Heim	Date Posted:	11/27/2022
Will Train Applicant(s):	Will train applicant	Posting Expires:	12/15/2022
External Posting URL:	Indeed.com Zip Recruiter		
Internal Posting URL:	https://www.kcdisciples.org/		
Applications Accepted By:			
EMAIL: BILLRH@KCDISCIPLES.ORG Subject Line: Financial Secretary Applicant		MAIL: Rev. William Rose-Heim Christian Church (Disciples of Christ) of Greater Kansas City 9401 Johnson Drive Merriam, KS 66203	
Job Description			
ROLE AND RESPONSIBILITIES The Financial Secretary works online or by phone with an outside accounting firm (Disciples Treasury Services), and the Regional Personnel Committee, and in-person with the Office Manager, and the Regional Minister and President. Duties include: <ul style="list-style-type: none">• Oversee processing of Accounts Payable and Accounts Receivable• Reconcile staff credit card statements, code charges, and report monthly to the Disciples Treasury Service.• Process new hires payroll documents for up to four staff members and contract staff to include submission of required Federal/State forms and Personnel Action forms.• Oversee and process the 501(c)(3) verification for the Greater Kansas City Region and Tall Oaks, inc.• Oversee Sales tax exemption renewal (Missouri and Kansas). Annual reports are currently filed by the OGMP Treasury Service.• Provide notary service, as requested. (Region will pay for certification and equipment)• Prepare and submit annual budgets for the GKC region, New Church, and Tall Oaks. This will include communication with the various Regional commissions, committees and constituency groups to discuss their needs and budget for the upcoming year.• Prepare year-end contribution statements for all charitable gifts and donations received throughout the year.• Oversee and process electronic check and cash deposits for the GKC region and Tall Oaks.• Send monthly pre-formatted donation acknowledgement letters• Oversee and process Greater Kansas City children, youth, and adult camp expenses. This will include follow-up of unpaid congregational bills for co-sponsorships.• Oversee General Liability and Worker Compensation Insurance for the GKC Region and its properties• Meet with the Regional Budget and Finance Committee at least once per quarter.			



Christian Church (Disciples of Christ) of Greater Kansas City

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Minimum two years' experience in bookkeeping, high school graduate or equivalent, proficient in English language, math, and use of accounting software

PREFERRED SKILLS

Proficiency with Microsoft Excel, ability to learn new procedures, experience in nonprofit accounting

ADDITIONAL NOTES

The Financial Secretary plays a vital role in an operation that provides support for sixty-eight congregations in the Kansas City metropolitan area. Regional staff members collaborate closely.

Work hours for this position vary from six in-office hours per week up to twelve in-office hours during summer camp season, budget preparation, and end-of-year reports and donor letters. Up to half of those hours can be at times other than normal weekday business hours. This position provides a great opportunity for a student-intern, retiree, or self-employed person seeking to expand their skills while contributing to "a movement for wholeness in a fragmented world" (part of the Disciples of Christ Identity Statement)

Candidates need not belong to a particular or any religious faith. We are an Equal Opportunity employer that does not discriminate on the basis of sex, race, ethnicity, religion, sexual orientation, etc.

Candidates should submit by email or USPS a resume with a list of references.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time