

Financial Secretary
Classified Ad for Employment-April 3, 2023

Dover First United Methodist Church
1725 N. Wooster Ave.- Dover, Ohio 44622

General Description:

This individual shall be responsible for the financial records of the Church and monitoring the overall financial status, including various committee/work area budgets. This individual shall work closely and in cooperation with the Church Treasurer. The work shall include posting of contributions, making general ledger (G/L) entries, preparing monthly financial reports, coordinating payroll with an outside vendor, accounts payable, presenting financials at monthly Leadership Board meetings and other financial duties as assigned.

Required Knowledge, Skills, Abilities, Experience and Character:

1. Accounting-related education and/or prior work experience in accounting or bookkeeping.
2. Experience with computerized accounting systems, Word and Excel.
3. Discretionary skill in the handling of confidential matters.
4. A clean criminal background.
5. Exhibit ethical, moral and Christian behavior and demonstrate good conduct at all times.
6. The ability to work independently and function with minimal supervision.

Accountability:

1. This position is under the direct supervision of the Leadership Board, which delegates personnel-related operational direction to the Senior Pastor. The Financial Secretary will work closely and in cooperation with the Church Secretary and Treasurer. This position will be evaluated by the Leadership Board with input from the Senior Pastor.

Conditions of Employment:

1. This is a part-time position, typically averaging 20 hours per week with a flexible schedule.
2. Wages are set by the Leadership Board.