

## Financial Assistant

### Job Description

Job Title:	Financial Assistant	Job Code:	AS405
FSLA:	Non-exempt	Hours/Week:	20 hours
Incumbent:		Department:	Finance
Revised:	December 2020	Supervisor:	Director of Finance

### General Function

The Finance Assistant is responsible for processing employee payroll and benefits in a timely and accurate manner. This person will also support the endowment processes of Manchester UMC.

This person will be organized, an excellent communicator and able to exercise good judgement in a variety of situations. They will be able to successfully coordinate efforts from conception to completion and solve problems independently. This person must be able to simultaneously handle competing priorities and confidential matters in a professional and timely manner.

This person will be a compassionate and collaborative leader, who is committed to, and supports, the vision and mission of Manchester UMC and its leadership.

### Entry Requirements/Qualifications:

- Associates Degree in Accounting or equivalent education/experience
- 3+ years payroll processing and bookkeeping experience
- Advanced proficiency in Microsoft Excel, Word and Outlook
- Experience with accounting and payroll software
- Knowledge of payroll taxes, employment law and IRS guidelines is a plus
- Church staff experience is a plus

## **Primary Duties and Responsibilities:**

### Payroll

- Process and account for all payroll transactions
- Train new staff to use payroll and time keeping systems
- Address staff inquiries
- Prepare and/or assist clergy with Pastoral Support Forms
- Become proficient with ADP Labor and RUN, and ACS software
- Maintain time off records and calculate annual accruals
- Maintain payroll records in an organized manner

### Employee Benefits

- Process applications for new employees
- Assist employees with changes and inquiries
- Work with benefits broker and other outside vendors
- Prepare census information for bids, renewals and government reporting
- Respond to employment verification requests
- Maintain organized filing systems and follow record retention requirements
- Reconcile monthly vendor benefit invoices

### Endowment

- Prepare quarterly reports for Endowment Committee
- Process journal entries for quarterly earnings and market gains
- Reconcile funds held at Missouri United Methodist Foundation
- Maintain schedules of deposits and distributions, analyze results, report historical information
- Draft letters to accompany deposits and withdrawal requests from Missouri United Methodist Foundation
- Calculate annual distributions
- Communicate with Missouri United Methodist Foundation, ministry leaders and committee leaders as needed

### Other

- Process special gift acknowledgement letters
- Prepare budget analysis worksheets (Excel)
- Protect and maintain confidentiality across all settings and forms of communications
- Foster strong working relationships with Manchester UMC staff and coordinate with them on systems, procedures, policies and vision to help ensure alignment
- Other duties as may be assigned by the Director of Finance to support the ministry of Manchester UMC

### **Skills & Talents**

- Must have a passion for Christian ministry as expressed by Manchester UMC
- Working knowledge of accounting/bookkeeping terms and procedures, payroll processing and related taxes and withholdings
- Speed and accuracy in computer data entry and using a ten-key
- Able to maintain the privacy of confidential information
- Willingness to develop skills as training opportunities become available
- Must have excellent verbal and written communication skills
- Must be collaborative, compassionate, creative, innovative and solutions-oriented
- Must be able to work independently as well as in team environments
- Must possess strong time management skills and excellent organizational abilities
- Must be comfortable addressing and resolving conflict in a healthy way

### **Work Environment**

- This person is typically expected to work 20 hours per week.
- Manchester UMC is a large, historic and vibrant United Methodist church located in West St. Louis County, Missouri.

### **Comments**

- The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.
- Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

### **TO APPLY:**

Interested applicants should email cover letter, resume and salary requirements to [hr@manchesterumc.org](mailto:hr@manchesterumc.org). No phone calls please.