



## **First United Methodist Church of Austin**

### **Finance Assistant**

Part-time, nonexempt: 25 hours/week

Salary: \$26,000

Free parking and Paid Time Off

### **Overview**

First United Methodist Church exists to build a community where all people are invited to know God's love and are sent to join God in transforming the world. The purpose of the Finance Assistant is to assist the Director of Finance in keeping clean books to help the church live out its mission in a sustainable manner.

### **Position Description**

The Finance Assistant is responsible for the bookkeeping and payroll activities of the First United Methodist Church of Austin, an organization with an annual operating budget of approximately \$2 million, a preschool, and ongoing financial campaigns to support significant restoration and renovation. This is a part-time, salaried, nonexempt position reporting directly to the Director of Finance.

### **Responsibilities:**

#### 1) Accounts Receivable

- Review, correct, and enter cash and check receipts.
- Import, review, and correct online receipts from the processing service provider.

#### 2) Accounts Payable

- Review all check requests with the Director of Finance each week for processing
- Print checks and coordinate authorized signatures.
- Enter employee reimbursements for ACH direct deposit payment.
- Process necessary tax forms (W-9, 1099, etc.) and filings as required.

#### 3) Credit Card Processing

- Review charges vs. receipts received from church staff, looking for discrepancies.
- Enter charge information.

#### 4) Payroll

- Process payroll (semi-monthly) and PTO for church and preschool employees.
- Enter payroll into bank online for ACH direct deposit payments.



5) Periodic Reporting

- Generate and distribute periodic financial reports, as requested.
- Enter pledge data and generate reports based on member giving
- Other duties as assigned.

**Preferred Qualifications and Core Competencies**

- College degree in finance and/or 3 years of related work experience
- Prior experience with non-profit fund accounting and ACS Technologies software.
- High degree of consistency and attention to detail.
- High degree of professionalism.
- Strong communication and interpersonal skills.
- Strong process management, efficient workflow skills, and ability to multitask

**Other requirements for this position:**

- Safe Gatherings background check/certification every two years. Credit Check every year.
- Follow all FUMC policies and procedures.