

**Shepherd of the Hills United Methodist Church
920 W. Tonaquint Drive, St George, Utah 84770**

JOB DESCRIPTION - Finance Administrator

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| Status | Part-Time, approximately four (9) hours per week (occasionally may work additional hours, if necessary, at a comparable rate). |
| Schedule | As agreed with Pastor |
| Benefits | None |
| Supervision | Works under the direction of the Pastor and Staff Parish Relations Committee (SPRC). Reports directly to the Pastor. |
| Probation & Evaluation | The orientation period is six (6) months, after which the position will receive a review and evaluation, followed by periodic evaluations. |

Position Overview

The Finance Administrator ensures the church's effectiveness by providing leadership in planning, coordinating, and overseeing its business operations, financial and human resource functions in conjunction with SPRC and executing selected tasks associated with these functions.

Basic Functions and Duties

Business Operations

1. Communicate, coordinate, liaise, and negotiate with the Finance Team to develop and sustain relationships and accomplish operations.
2. Evaluate the efficiency of business processes and procedures (e.g., reporting, information flow, business process, planning), develop plans for improvements where required, and oversee development and implementation of revised processes and procedures.
3. Make decisions related to day-to-day operations according to Conference and church policies and procedures.
4. Prepare and maintain required records and reports.
5. Contribute to strategic planning and development as a member of the management team.
6. Attend and participate in staff, Finance, Church Council, and other meetings as requested.
7. Coordinate and oversee purchasing and act as a liaison with vendors/suppliers to address needs and resolve problems.
8. Provide or obtain appropriate support for maintenance and problems with computers, printers, and associated network accessories.
9. Communicate church information in person or through email, messaging or other written means.
10. Other duties as assigned.

Financial Functions

1. Track operating budget, designated funds, and financial activities.
2. Perform bookkeeping tasks to process accounts payable.
3. Provide proper account designations, in accordance with the approved chart of accounts, for deposits and expenses.
4. Track cash flow, review financial performance data, and report the status of these to the Financial Ministry Team.

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5. Organize and maintain a file of all fiscal documents.
6. Assist the Finance Ministry Team with developing the annual budget and providing budget information to other ministry teams and individuals with spending authority.
7. Reconcile financial activity monthly, assist the Finance Ministry Team in preparing monthly and year-end financial reports, and fulfill tax-related reporting requirements.
8. Coordinate with the Finance Ministry Team to ensure that financial audits are conducted annually per Discipline guidelines.
9. Other duties as assigned.

Minimum Qualifications

Age: Must be 18 years or older.

Education: A Bachelor's Degree in Business, Finance or related field is preferred

Language: Must speak, read, and write English well.

Experience: At least three years of demonstrated leadership in managing business operations and financial activities preferred. Personnel administration experience would be a plus.

Computer: Proficient in the use of QuickBooks, Excel, Word, databases, Internet browsers, Google Drive, Google docs, and email.

Bonding: Bonded or eligible to become bonded.

License/Transportation: Possess a valid driver license or ID and have available a reliable means of transportation.

Background Check: Pass a background check arranged and paid for by the SHUMC.

Knowledge, Skills, and Abilities

Knowledge of:

1. Business operations management.
2. Financial management, accounting, and record keeping.
3. Profit/loss calculations and basic business finance actions.
4. Basic tax and other requirements/rules for non-profit status.
5. The United Methodist Church's Book of Discipline requirements (or willing to learn).

Skills in:

1. Budget development and oversight.
2. Performing bookkeeping tasks.
3. Written, verbal, and interpersonal communication.
4. Preparing and manipulating spreadsheets and databases.
5. Preparing, organizing, and maintaining accurate hard copy and electronic record and filing systems.

Ability to:

1. Express a Christian spirit.
2. Make business decisions that are financially accountable, justifiable, and defensible.
3. Establish and maintain effective working relationships with church staff, officials, members, and the public.
4. Maintain confidentiality.

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5. Meet deadlines.
6. Work independently with limited supervision and exercise independent judgment to meet variations in assigned tasks.
7. Communicate professionally by both verbal and written means.
8. Interpret instructions provided in written, verbal and diagrammatic or schedule form.
9. Diagnose and resolve problems pertinent to the position or, if unable to do so, refer them to the supervisor.
10. Display a professional attitude and appearance.
11. Employ excellent interpersonal skills and a collaborative manner.
12. Record, analyze, report and administer according to requirements.

Working Conditions

Work is performed primarily indoors in a typical office environment. The position is mostly sedentary. It may be susceptible to eye strain, back discomfort and hand/wrist problems. Medium physical strength is required for occasional lifting.

Equal Opportunity Employer

Shepherd of the Hills United Methodist Church is an equal opportunity employer. As such, there will be no discrimination because of race, color, sex, marital status, age, national origin, or disability. Such equality shall be demonstrated in the following: employment, promotion, demotion, recruitment, layoff, termination, and compensation. This policy applies to all terms, conditions, and privileges of employment.