United Methodist Church of De Soto, Kansas

THE CHURCH SECRETARY/TREASURER POSITION DESCRIPTION
(posted 2/5/10)

20 hours per week – Monday-Friday 9am to 1pm (12 month position)
Drug testing and background check required including fingerprint check prior to employment
Review of applications will begin February 17, 2009 until position filled. Direct inquiries and applications including cover letter, resume, and 3 references to desotoumc@hotmail.com

JOB DESCRIPTION

1. The Secretary/Treasurer will demonstrate the following qualifications
    a. Must be skilled in managing a church office
    b. Must be extremely proficient in the use of computers – skill with Excel, Word, and Quickbooks, as well as, utilizing the internet
    c. Must be proficient in typing and operating office equipment
    d. Must display a high degree of professionalism/ be discrete
    e. Must have strong "people skills" and flexibility
    f. Must have experience and knowledge in accounting
    g. Must have good attention to detail and keep accurate records

2. The Secretary/Treasurer will manage the Church Office
    a. Run the office on a day to day basis
    b. Maintain and order office supplies and schedule equipment maintenance
    c. Provide assistance to Church members and guests
    d. Do all payables, distribute checks, and pick up deposit bags from bank
    e. Do all month-end reconciliations and month end report for Ad Board
    f. Complete financial reports requested by the Conference
    g. Complete government reports – payroll tax withholdings – W-2 & 1099s
    h. May sign checks but all checks require a co-signer designated by the Finance Committee – also endorse checks from mail
    i. Cooperate with yearly audit
    j. Need to be cross-trained with Financial Secretary in order to perform those duties if needed
    k. Coordinate building use – collect fees and contracts, distribute and collect keys, notify Trustees of each upcoming use either via calendar, e-mail, or phone.
    l. Obtain visitor's logs from pews and prepare the Sanctuary for worship - make sure items utilized during worship are available and ready for use

3. The Secretary/Treasurer will prepare and mail/e-mail printed and on-line ministry items as follows:
    a. The weekly bulletin, monthly newsletter, inserts, special mailings, (including to homebound members)
    b. Church forms, schedules, sign-up sheets
    c. Ad Board Minutes, weekly worship books for accompanists
    d. Charge Conference Materials – Coordinate and prepare booklet
    e. Any end of year and/or special reports required by the Conference
    f. Other items requested if appropriate and time allows

4. The Secretary/Treasurer will prepare and mail/e-mail the Pastor's and Church's correspondence
    a. Notes and letters
    b. Birthday and Anniversary cards
    c. Bulletins to worship leaders and reminders to committees

5. The Secretary/Treasurer will maintain the church computer files which include:
    a. Church calendar, birthdays, anniversaries, family information
    b. Meetings, Committees, and Building use schedules
    c. Membership roll and mailing lists
    d. For security purposes, the secretary will prepare up-to-date back-up files
    e. Financial data

6. The Secretary/Treasurer will maintain the Membership Records per the Discipline

7. The Secretary/Treasurer will maintain her professional skills through continuing education

8. The Secretary/Treasurer will attend the annual Charge Conference to assist and providing additional information as needed

9. The Secretary/Treasure may be required to perform other duties consistent with the mission of the church

SUPERVISION, EVALUATION, & COMPLAINTS

1. The pastor serves as the immediate and only supervisor of the secretary/treasurer. Pastor signs time sheet.
    a. Members of the SPRC and Finance Committee interview and recommend hiring of the secretary/treasure to the Ad Board – pastoral input is welcome and encouraged
    b. The pastor may dismiss the secretary/treasurer only after conferring with the SPRC and the Ad Board
    c. The pastor's work claims priority time for the secretary/treasurer

2. The SPRC will serve as a liaison group in the event of a personnel conflict, which the Pastor and Secretary/Treasurer cannot resolve
3. The SPRC will act as a liaison group in the event of charges of discrimination and/or harassment by the pastor, staff, or anyone in the congregation
4. The pastor will prepare a semi-annual performance evaluation and discuss the review with the Secretary/Treasurer. The pastor will then forward a copy of the review to the SPRC, and place the original review in the Secretary/Treasurer's permanent file.
5. The Secretary/Treasurer has a right to respond in writing to any review and the response must be forwarded to the SPRC and a copy must be placed in the Secretary/Treasurer's permanent file.

COMPENSATION

1. The Secretary/Treasurer's salary is recommended by the Pastor to the SPRC who will send their recommendation to the Finance Committee to be included in the Annual Budget for approval by the Charge Conference
2. The Secretary/Treasurer will be allowed 2 weeks (20 hour weeks) paid vacation each year
3. The Secretary/Treasurer will have the following paid holidays
    a. New Year's Day
    b. Good Friday
    c. Memorial Day
    d. Independence Day
    e. Labor Day
    f. Thanksgiving Day
    g. Day after Thanksgiving or Christmas Eve
    h. Christmas Day
    i. Birthday

4. The Secretary/Treasurer will be allowed 6 sick days or personal days each year earned a .5 days per month
5. Vacation time and holiday credits must be used in the year given unless approved by the SPRC and Ad Board
6. Sick days or Personal Days may not accumulate from year to year unless approved by the SPRC and Ad Board
7. Continuing education must be approved by SPRC and Ad Board

Initial salary for new position = start at $11.50 per hour and move up to $12.00 after probationary period of six months if work is satisfactory as per employee handbook.