



# Hilliard

## United Methodist Church

God Loves You  No Matter What  
5445 Scioto Darby Road / 3691 Main Street  
Hilliard, Ohio 43026 ♦ [www.hilliardumc.org](http://www.hilliardumc.org)  
614.876.2403

### Position Description

Position Title:	Financial Administrator/Treasurer
Reports to:	Lead Pastor, in connection with Finance Committee
Expected Hours:	10-15 hrs/week
Review Frequency:	Annual
Date Approved by SPR:	Feb 2023

#### **Overall Objectives:**

---

The Financial Administrator/Treasurer, as a member and under the direction of the Finance Committee, is responsible for supervision and control of the general accounting area, financial statements, and report preparation for HUMC and the Hilliard United Methodist Preschool.

The church Financial Administrator/Treasurer has the role of maintaining the business integrity of the church body and faithfully stewarding the resources that God has entrusted to the church.

#### **Essential Duties, Tasks, Responsibilities:**

---

- Prepare and present monthly financial reports, Balance Sheet, Income & Expense Report, Cash Flow Projections, Department reporting, Allocation budgets, and other analysis as requested.
- Preparation of semi-monthly (HUMC) and monthly (PS) payroll including scheduling direct deposit and payment of federal, state, and local income tax deposits.
- Preparation and filing of Quarterly Employer Tax forms for federal, state, and local agencies.
- Preparation and filing of year-end tax forms and reconciliations for federal, state, and local agencies (W-2s, W-3, Ohio spreadsheet upload).
- Communicate and ensure implementation of state and federal laws and guidelines.
- Maintain Journal Entries and Bank Transfers.
- Ensure that monthly bank reconciliations are completed.

- Manage credit card limits; ensure the monthly credit card account is reconciled with proper documentation.
- Maintain a system of controls over accounting transactions.
- Complete all year-end reports required by the Book of Discipline and West Ohio Annual Conference.
- Monitor appropriate processes for all Income and Receivables.
- Monitor appropriate documentation and approval processes for reimbursements for staff and congregants and ensure timely payment.
- Monitor appropriate documentation and approval processes for Accounts Payable and ensure timely payment. Obtain needed information to prepare 1099-NECs as appropriate.
- Prepare and process West Ohio Conference apportionments as directed by Finance Committee chair.
- Maintain entries and schedule of transfers to operations from Designated, Memorial, and Trustee Funds to provide transparency and assist in annual fund balance report to West Ohio Conference.
- Coordinate the provision of information to Finance Committee or external auditors for the annual West Ohio Conference financial & Worker's Compensation audit and related reporting.
- Manage Bureau of Workers' Compensation relationship including annual True Up reporting, premium calculation and payment, required annual training.
- Preparation of Preschool annual budget under direction from Preschool Director.
- Coordinate annual HUMC budget preparation including budget requests to staff and committee leaders, preparation of budget model, and initial draft for finance committee.

### **Significant Skills:**

---

- Growing in faith as a disciple of Jesus Christ.
- Awareness of and commitment to inclusion of all God's children, including LGBTQIA+ Christians.
- Knowledge and experience with Quickbooks.
- Understanding of general accounting principles and payroll experience.
- Ability to work as an effective team member with the church staff, offering availability & flexibility when crucial financial answers are needed or when checks/bills may need to be paid on a more timely basis.
- Understands the role of the church finances in maintaining transparency and building trust with the congregation.

### **Qualifications:**

---

Education: Associates Degree or equivalent accounting experience.

Licenses/Certifications: none required.

**Job Type:**

---

Part Time, Non-Exempt Employee. Salary based on Experience

**Apply:**

---

Send cover letter and resume, including education and experience, to Marilyn Hoeflinger at [mshoeflinger@gmail.com](mailto:mshoeflinger@gmail.com).

We will begin reviewing applications on March 7, 2023, and interviews will continue until the position is filled.