



# EAST END UNITED METHODIST CHURCH

1212 Holly Street, Nashville, Tennessee 37206  
office@eastendumc.org | www.eastendumc.org

## Administrative and Finance Assistant

June 27, 2022

### Position Description - Responsibilities and Requirements: Responsibilities

#### Fiscal

1. Process all invoices from vendors and post them into Quickbooks for payment.
2. Assist in financial reporting.
3. File all invoices and check requests using Church approved policies.
4. Posting of contributions from church members, maintaining pledge information, sending out contribution and pledge statements to church members as requested, including a yearend contribution report for tax purposes to all members.
5. Post all contributions received in the mail or on Sunday into the system we use for tracking donations. Post contributions received from Venmo into our contribution software.
6. Track 1099 Vendors through Quickbooks to assist with year-end filings.
7. Complete/Process Annual Reports, year-end giving statements, annual tax records (W2s, 1099s), month-end contributions & Venmo reports.
8. Data enter, process, track and report out giving (income) and payables across all accounts. Maintain communications and working relationships with church vendors, banks, stock brokerage and UM account managers.
9. Assist staff and committees with administrative, payroll, and financial questions/needs.

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10. Attend committees as necessary such as Administrative Council, building committee, Finance, etc that maybe needed for building project and church operations. Work primarily in church office.
11. Create and maintain a financial tracking system of all FEMA invoices ensuring that no sales tax is being charged and invoices are accurate prior to FEMA submission.

## Administrative

1. In consultation with Pastor and church staff/volunteers, prepare weekly church bulletin, print mailing labels, deliver to Post Office for mailing and upload to website for email distribution. (*This is for a few people who are home bound or have moved out of state and want to receive hard copy bulletins.*)
2. Prepare sanctuary for worship. (*Prior to tornado, this involves changing hymn #s on sanctuary wall; picking up prior week's bulletins/trash/recycling from pew racks/pews & straightening up/replacing hymnals; refilling sanctuary & welcome area supplies (visitor cards, name tags, upper rooms, crayons, pens, etc.)*)
3. Maintain church calendar and church bulletin board.
4. Maintain records of Sunday school and church attendance.
5. Answer the church phone, check voice mail and take messages for pastor and other professional church staff, change answering machine messages as necessary.
6. Assist membership secretary with maintaining list of church members including births, deaths, baptisms, marriages, birthdays, removals and transfers as required for local church and district office according to the *Discipline* of the United Methodist Church.

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7. Maintain contact list for both church members and for non-members who participate in church activities.
8. Work with lay leaders to ensure preparations of reports required for annual Charge Conference.
9. Make photocopies for Administrative Council and other committee meetings as required. (*Infrequent with online/Zoom meetings*)
10. Order office and some custodial supplies as needed, following guidelines from supervisor.
11. Process incoming mail and email. Process outgoing mail and email including weekly in-person & online bulletins, monthly financial statements, reports and committee notices, weekly eBlasts, weekly eVotions.
12. Send acknowledgements for memorial and honoraria or special gifts.
13. Maintain and update website on weekly basis including uploading bulletin and calendar of events.
14. Maintain Facebook, Twitter, Instagram Accounts, and online directory.
15. Maintain records of Sunday school and church attendance.
16. Answer the church phone, check voice mail and take messages for pastor and other professional church staff, change answering machine messages as necessary.
17. Assist membership secretary with maintaining list of church members including births, deaths, baptisms, marriages, birthdays, removals and transfers as required for local church and district office according to the *Discipline* of the United Methodist Church.

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17. Send acknowledgements for memorial and honoraria or special gifts.
18. Maintain and update website on weekly basis including uploading bulletin and calendar of events.
19. Maintain Facebook, Twitter, Instagram Accounts, and online directory.
20. Assist pastor and trustees with basic building use tasks including assisting person utilizing the building and basic maintenance and repair vendors with scheduling, facility layout and procedures.
21. Update message on church sign in a timely manner according to established policy and procedure.

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## Qualifications

Associate or Bachelor degree preferred.

Computer skills including Microsoft Word, Excel, Power Point. QuickBooks (must master QuickBooks)

Financial and computational skills to maintain an excel spreadsheet, check invoices and reconcile issues regarding building expenses

Web site maintenance

Excellent organizational skills

Excellent verbal and written skills

Caring, welcoming and confidential individual

Ability to attend evening meetings when necessary

## Experiences

Prefer at least 3 years experience in similar positions e.g. Administrative Assistant, Office Manager, Bookkeeper, Records Management, Executive Secretary. Must have experience with accounts payable and accounts receivable processing.

## Equal Opportunity Employer

**East End United Methodist Church** provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

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