

Financial Secretary – Centenary United Methodist Church

Location: McComb, Mississippi

Status: Part-time – 16-20 hours – On site flex hours

Position Summary

The Financial Secretary is responsible for managing the financial operations of the church, including receipts, disbursements, accounting, and reporting. This role ensures accurate financial record-keeping and transparent communication with church leadership.

Key Responsibilities

- Receive and deposit all church offerings and designated gifts.
- Record all receipts and disbursements using cloud based QuickBooks.
- Prepare and distribute checks, including payroll and budgeted expenses.
- Maintain accurate contribution records and issue quarterly giving statements.
- Prepare monthly financial reports for the Finance Committee and Church Council.
- Assist in the preparation of the annual budget and pledge campaign.
- Manage and reconcile bank accounts, apportionments, and special offerings.
- File monthly, quarterly, and annual financial and government reports.
- Ensure proper acknowledgment of memorial gifts and other contributions.
- Maintain organized and secure storage of all financial and administrative records.
- Attend staff meetings and assist with administrative projects as assigned by the Senior Minister.

Qualifications

- Experience in bookkeeping, accounting, or financial administration (church or nonprofit experience preferred).
- Proficiency with cloud based QuickBooks and Microsoft Office (especially Excel).
- Strong organizational and communication skills.
- Ability to maintain confidentiality and accuracy.
- Team-oriented and willing to assist in a variety of administrative duties.
- Church or non-profit experience preferred (Methodist background helpful)

Compensation

- Compensation commensurate with experience.
- **Benefits:** Paid Holidays and Paid Time Off