

Marshalltown First United Methodist Church

**Accounting Administrator**  
Ministry Position Description  
(Created September 2026)

Part-Time Salaried (12-15 hours/week)  
Reports Directly to: Senior Pastor

Position Overview

This position administers the accounting work of the church in coordination with the Church Board. They are responsible for general bookkeeping and budget work, as well as resourcing the various committees in the use of their financial resources.

Essential Functions

- Entering bills and receipts into accounting software (QuickBooks) and reconciling with bank statements monthly.
- Function as a resource to several ministry areas and officers within the church:
  - a. Financial Secretary – Entering the weekly offering into our accounting software and making appropriate transfers; preparing and distributing giving statements; processing stock donations;
  - b. Treasurer – Collecting bills and invoices, and preparing checks to be reviewed and signed; corresponding with vendors when questions arise.
  - c. Church Board– providing monthly budget reports; coordinating yearly Stewardship campaign; assisting in assembling a budget for next year and making adjustments during current year.
  - d. Committees – providing regular reports on budget and available funds; seeking authorization for expenditures that come from their ministry areas.
- Coordinate payroll – gathering information on hours/days worked, preparing transmittal form to be signed by Senior Pastor, and emailing forms to Bowman Miller.
- Process other gifts to the church, such as stock offerings, memorial gifts, and donated items. Communicate the receipt of these gifts to donors, the financial secretary, and family members (in the case of memorial gifts) and ensure that they are recorded as part of the giving records.
- Complete necessary reports for year end, Charge Conference, Statistical Reports.
- Maintain the legal records, insurance documentation, and archives of the church.
- Attend weekly staff meetings, have regularly scheduled office hours every week (12 hours) and attend evening meetings as necessary.
- Assist in day to day office needs when necessary, such as answering phones for the Administrative Assistant and other duties as assigned.

Minimum Qualifications

- Must have a growing relationship with Jesus Christ
- Training and/or experience in accounting
- Proficient with Office software, QuickBooks, and able to learn new systems as needed
- Must clear a background check

### Core Competencies

- **Accounting:** Accurately records income/expenses over time; Produces and manages a budget for multiple ministries.
- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest details.
- **Resourcing:** Provide leaders/ministries with the information they need in a timely fashion; assists groups in forming and achieving financial goals.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps other people's information in confidence.
- **Technology:** Proficient using a variety of software and online tools to manage data and create reports; ability and willingness to learn new ways of using technology to complete tasks related to work.