

First Christian Church (Disciples of Christ)
Keokuk, Iowa

Job Description for
Assistant Finance Manager

Intent of the Position

The Intent of the Assistant Finance Manager (AFM) position is to train the AFM to seamlessly move into the Finance Manager (FM) position upon retirement of the current Finance Manager.

Summary of Functions

The Church's Assistant Finance Manager (AFM) is responsible to assist in the activities related to the financial accounts of the church as well as oversight of all contributions. This position reports directly to the Finance Manager (FM).

Specific Duties

Financial Accounting – Under the direction of the Finance Manager assists in

- Recording all income and expenses and be responsible for Accounts Payable as well as maintaining records of all expenses and purchases.
- Reconciling all bank and investment accounts regularly.
- Backing up financial software bi-weekly.
- Preparing monthly budget reports for Administrative Board and ministry group chairs.
- Assisting ministry groups and/or church leaders in developing a budget by providing resource and historical information.
- Monitoring and making recommendations regarding staff compensation.
- Managing the Perpetual Memorial Fund assets, interest payouts, and reports in accordance with the bylaws.
- Generating payroll and all tax payments and forms associated with payroll.
- Updating bank account's signature cards and other records as needed.
- Preparing annual insurance audits.
- Ordering supplies and software updates required to performance duties.

Oversight of Contribution Records and Statements

One of the most important functions of the Assistant Finance Manager's and Finance Manager's responsibilities is the accounting of gifts to the church. This should be of paramount importance. No church should settle for less than 100 percent accuracy in the recording of gifts to the church by its members. Inaccurate record keeping can lead to frustration and possible withdrawal of support by members. In addition, IRS guidelines must be followed to avoid the risk of the church losing its tax-exempt status.

Mortgage and Indebtedness Oversight

The AFM and the FM will oversee any indebtedness of the Church, including but not limited to its mortgage, line of credit, negotiating on behalf of the Church for the best possible rate of interest, and providing appropriate documentation for securing said indebtedness. Any loan agreements would be executed pursuant to the By-Laws of the church.

Oversight of Insurance Programs

Ensuring that the church has proper insurance coverage is extremely important for the church. Having inadequate insurance coverage on the facilities, personnel, and property can compound a major tragedy. The AFM and FM should determine the value of the property and check for adequate coverage. The AFM and FM can also shop for the best insurance value and make recommendations for coverage to the appropriate leaders in the church.

Miscellaneous Responsibilities

- Provide staff and Ministry Committees with financial information and insights necessary in the performance of their duties.
- Participate in Board meetings and the Annual Meeting.
- Make recommendations for cost savings and/or improvements to current processes.