



TRINITY

United Methodist Church

Financial Administrator (Part-time, 28 hours/week)

Trinity United Methodist Church

903 Forest Ave.
Henrico, VA 23229

Trinity United Methodist Church in Henrico, Virginia is seeking a dedicated, detail-oriented part-time Financial Administrator to manage our daily financial operations, accounting, and payroll. This role is crucial to our ministry, ensuring transparency, stewardship, and accuracy in all financial records. The Financial Administrator who reports to the Lead Pastor, collaborates with the Finance Committee and other appropriate volunteers to support the church's mission which is "to make disciples of Jesus Christ for the transformation of the world".

Responsibilities and Duties

- **Bookkeeping:** Maintain all financial records using ACS and Subsplash, including accounts payable, accounts receivable, and general ledger maintenance.
- **Weekly Offerings:** Responsible for the receiving, recording, and depositing weekly worship offerings and online donations safely and accurately.
- **Payroll & HR:** Process weekly/semi-monthly payroll for staff, including payroll tax reporting and issuing W-2s/1099s. Maintain and process employee benefits: Medical, Dental and Pension. Coordinate onboarding of new employees and status changes for current employees.
- **Accounts Payable:** Pay bills in a timely manner, ensuring invoices are properly approved and filed.
- **Reporting:** Prepare monthly financial reports (Income/Expense, Balance Sheet) for the Finance Committee, Board of Trustees, Church Council and Senior Pastor; prepare Annual Conference report. Attend Finance Committee meetings.
- **Donor Records:** Maintain confidential donor records and send quarterly and annual giving statements.
- **Budgeting & Audit:** Assist the Finance Committee with the annual budget preparation and support the annual financial audit process.
- **Compliance:** Ensure compliance with UMC Book of Discipline, state, and federal laws regarding non-profit financial management, including employment history.

Qualifications and Skills

- **Experience:** 3+ years of bookkeeping or accounting experience, preferably in a church or non-profit setting.
- **Technical Skills:** Proficiency in QuickBooks and Microsoft Office Suite (especially Excel). Experience with church management software (ACS, Subsplash) is a plus.
- **Integrity:** Proven record of trustworthiness, discretion, and ability to maintain strict confidentiality.
- **Teamwork:** Ability to work collaboratively with staff, volunteers, and committees.
- **Education:** Associate's or Bachelor's degree in accounting, bookkeeping, or related field preferred.

Hours and Compensation

- **Hours:** Part-time, 28 hours per week, generally within normal business hours (Mon-Fri).
- We offer a **competitive salary** range (\$48,000-\$54,000 per year) commensurate with education, experience and skill level in church management software and fund accounting.

Application Process

Please submit a resume and cover letter to the Trinity Staff Parish Relations Committee at sprc@trinityumc.net

At Trinity UMC, we are committed to the stewardship of resources as a ministry of God. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

<https://trinityumc.net>