

Soapstone United Methodist Church

Job Description Finance Assistant

Position Type	Hourly 15–20 Hours Per Week
Reports To	Lead Pastor

Position Summary

The Finance Assistant serves as a trusted liaison between Soapstone United Methodist Church, Trinity Concepts, church staff, and the Finance Committee in all matters pertaining to the church's financial resources. This role is responsible for maintaining accurate records, ensuring the timely fulfillment of financial obligations, and delivering clear, reliable financial reporting to church leadership. The position requires strong attention to detail, sound judgment, and a genuine commitment to supporting the church's mission and ministry.

Roles and Responsibilities

Financial Reporting & Analysis

- Review monthly financial reports and summarize operational results for presentation to the Finance Committee, church leadership, and staff.
- Prepare monthly Excel-based Finance Committee reports for use in committee meetings.
- Provide ad hoc financial information and reports as requested by Finance Committee members and staff.
- Prepare and submit annual financial data for the NCCUMC statistical tables.

Accounts Payable & Payroll

- Verify invoices and expense reports, obtain required approvals, and submit to Trinity for payment.
- Receive all invoices and bills from church sub-areas, ensure proper documentation and authorization, and forward to Trinity for payment.
- Collect and process credit card documentation from staff and sub-areas and submit to Trinity Concepts for payment.
- Gather monthly payroll data for transmission to Trinity Concepts, ensuring accuracy of payroll processing and resulting journal entries.
- Maintain confidentiality of financial records.

Compliance & Tax Matters

- Ensure accurate handling of all tax matters, including NCDOR sales tax refund requests, W-2 coordination, IRS 1099 filings, and maintenance of current vendor W-9 information.

Reconciliation & Internal Controls

- Review the general ledger and journal entries to ensure all balance sheet accounts are reconcilable.
- Conduct monthly reconciliations of bank accounts and credit card statements and maintain supporting documentation.

Liaison & Administrative Support

- Serve as the primary Soapstone liaison with Trinity Concepts on all financial matters.
- Maintain a well-organized and efficient financial filing system.
- Assist with the annual audit and financial review process.
- Perform other finance-related duties as assigned.

Qualifications & Skills

- Knowledge of accounting, finance, or a related field; a degree or equivalent professional experience is preferred.
- Excellent written and verbal communication and interpersonal skills.
- Strong attention to detail with a consistent emphasis on accuracy.
- Proficiency in accounting software and financial management tools; experience with church database systems is preferred.
- Advanced proficiency in Microsoft Excel.
- Familiarity with NCCUMC conference reporting requirements.

To apply, please submit resume and cover letter to hr@soapstoneumc.org