

Shiloh Church UCC Business Manager

Responsibilities:

- Accounts Receivable and Payable
- General bookkeeping and reconciling
- Financial Reporting
- Prepares and helps plan annual budget
- Payroll and taxes
- Communication with Committees, Boards, Council and Congregation
- Overseer of Outside Vendor Contracts
- Working with Power Church and Excel Programs
- Other Financial projects overseen by either the Treasurer or Sr. Pastor
- Serves on Finance and Stewardship
- Creates a plan and communicates said plan for annual budget

Description:

- Attends weekly staff meetings on Wednesday at Noon
- Attends Council meetings on third Sunday
- Attends Congregational Meetings yearly in December
- Part time position of @20 hours
- Monday deposit and counting of offering from Sunday
- All items listed above according to their work.
- Looking for a person who has some personal backing with regards to banking or accounting background

All individuals interested please send a resume to Sr. Pastor Jay D. McMillen at jmcmillen@shiloh.org