

Calvary United Methodist Church

4700 Locust Lane
Harrisburg, PA 17109

Job Description

Job Title: Financial & Operational Secretary (Accounts Receivable)

Reports To: Director of Operations & Youth

Location: Calvary United Methodist Church

Status: Part-Time (20 hours/week)

Compensation: Hourly \$18-\$22/hour, depending on experience

Benefits: Paid Time Off (PTO) in accordance with church personnel policies. Employer-sponsored 403(b) retirement plan with church contribution, subject to eligibility and plan provisions.

Mission, Vision, and Values

Mission: The mission of the United Methodist Church is to make disciples of Jesus Christ for the transformation of the world.

Vision: The vision of Calvary Church is Loving Jesus, Loving Neighbor, Building Community.

Values: *Expressive* Worship, *Essential* Faith Development, *Excellent* Hospitality, *Extravagant* Giving, and *Enthusiastic* Witness

Position Summary

The Financial & Operational Secretary serves as a key member of the church staff responsible for accounts receivable (incoming funds and contributions) and the maintenance of accurate financial and membership records. The role also provides front office and administrative support to assist the Director of Operations in the day-to-day functioning of the church office. This position ensures the accurate, secure, and confidential handling of all incoming financial resources while contributing to a welcoming and well-organized church environment that supports ministry and operations.

Core Responsibilities

Financial Secretary Responsibilities (Accounts Receivable)

- Coordinate weekly counting and deposit of offerings with Calvary Money Counters.
- Receive, process, and securely record all contributions and payments, maintaining accurate donor records in financial and membership systems (QuickBooks and Servant Keeper).
- Prepare and distribute contribution statements and related donor communications, including receipts, acknowledgments, and late notices.
- Record memorial gifts and prepare appropriate acknowledgment letters to donors and families.
- Assist with processing and tracking tuition and payments for Calvary Kids Child Care in coordination with program leadership.

- Maintain the church's petty cash fund and grocery gift card inventory, ensuring adequate availability for office and volunteer sales, maintaining accurate records, and processing transactions in accordance with established financial policies and procedures.
- Ensure confidentiality, accuracy, and integrity of all financial records and transactions.
- Provide financial data entry and reporting support to the Treasurer and church staff as needed.

Operational Support (Non-Financial Responsibilities)

(Financial responsibilities take priority; operational support is provided as availability permits.)

- Coordinate routine purchasing for church ministries and operations in accordance with approved budgets and church purchasing policies.
- May be assigned a church purchasing card to make authorized purchases. Maintain receipts and supporting documentation and submit all transactions for independent reconciliation in accordance with church financial policies.
- Provide front office support, including answering phones, greeting visitors, and responding to general inquiries.
- Assist the Director of Operations in the day-to-day functioning of the church office and facility.
- Maintain accurate membership and contact records in church database systems
- Support church communications and administrative processes, including prayer lists, mailings, signage, and website updates.
- Provide clerical and logistical support for worship services, funerals, and special events as needed.
- Assist with organization of office systems, records, and materials.
- Support staff and ministry leaders with administrative needs as directed by the Director of Operations.

Accountability & Evaluation

This position reports to the Director of Operations and Youth for day-to-day supervision, workflow, and performance management. This position works in coordination with the Lead Pastor and Treasurer regarding all financial responsibilities and procedures. Collaborates with church staff, volunteers, and ministry leaders as needed. Performance is evaluated annually by the Director of Operations in consultation with the Lead Pastor and the Staff-Parish Relations Committee (SPRC).

Work Schedule: 20 hours/week

Preferred schedule: Monday–Thursday, 8:30 AM–1:30 PM (negotiable). Some additional hours may be required during peak seasons (e.g., year-end statements, major mailings).

To apply, submit a résumé and cover letter to office@calvaryunitedmethodist.org. Applications will be accepted until the position is filled.

In alignment with the United Methodist Book of Discipline, the roles of Treasurer (accounts payable) and Financial Secretary (accounts receivable) are intentionally separated to ensure proper financial accountability and internal controls.