

POSITION DESCRIPTION
Texas Annual Conference of the United Methodist Church

Position Title: Remittance Accounting Analyst

Reports to: Director of Center for Connectional Resources

Basic Purpose:

Essential Job Functions:

1. Calculation of Church Apportionments.
2. Proofread, review, and correct data entry; will work with data entry specialist.
3. Preparation of Church Remittance Statements
4. Print and file church reports.
5. Historical analysis of church data.
6. Receiving monies and depositing to bank.
7. Proofread statistical and financial data.
8. Prepare Monthly Financial Reports
9. Handle property notes and mail out statements, letters, and other documents as needed.
10. Handle Conference payroll.

Major Accountabilities:

1. Church Apportionments
2. Deposits
3. Payroll

Job Standard:

Education: Associate Degree or higher

Other Specialized Knowledge:

Knowledge of computer and software such as Microsoft Word, Excel, and Access. Church Software is a plus. Good written and verbal communication skills. Ability to use calculator. Strong attention to detail.

Experience:

Accounting and payroll experience; two years minimum.

Applicant Information:

Apply to:

Texas Annual Conference of the UMC
Attn: Director of Connectional Resources
5215 Main Street
Houston, TX 77002