



JOB DESCRIPTION

DISBURSEMENT & HR SPECIALIST

The Disbursement & HR Specialist at Custer Road United Methodist Church (CRUMC) shall be a person of genuine and deepening Christian character, willing to grow as a loyal participant of a ministry team, able to work, communicate well, and cultivate trust with staff member and leadership committee members.

PURPOSE: The Disbursement & HR Specialist will manage all payables, ensuring invoices and payroll are paid in a timely and accurate manner, personnel information is maintained and up-to-date, and financial information is accurate and communicated effectively with staff and lay leadership.

HOURS: The Disbursement & HR Specialist position is a full-time exempt position and is governed by Custer Road UMC's Employee Handbook. The expected time commitment will be 40 hours a week, with additional hours required occasionally.

STAFF SUPERVISION: Reports to the Director of Finance.

RESPONSIBILITIES: In conformity with Custer Road's policies and procedures as well as those contained in the United Methodist Book of Discipline, the position responsibilities will include those generally described below, but may not be limited to the following:

- ◆ Process and maintain all accounts payable including setting up vendors, securing proper documentation and authorization, paying invoices and credit cards timely and regularly, and ensuring invoices are posted accurately.
- ◆ Process semi-monthly payroll and maintain accurate payroll data.
- ◆ Maintain accurate personnel files and records.
- ◆ Complete and file annual Form 1099s & 1095s.
- ◆ Assist with annual audit.
- ◆ Maintain integrity and accuracy of general ledger accounts.
- ◆ Complete monthly account reconciliations.
- ◆ Perform internal review of policies and procedures for the Finance department annually.
- ◆ Manage and enforce CRUMC's system of internal controls to protect the assets and resources of the church.
- ◆ Oversee billing/collections to cell site carriers and separate legal entity ministries of CRUMC.
- ◆ Attend and participate in weekly staff and appropriate committee meetings as required.
- ◆ Assist in Charge Conference, Check Out Day and other reporting to the Metro North District and/or the Horizon Texas Conference.
- ◆ Assist Director of Finance as needed.
- ◆ Perform additional duties as assigned.

QUALIFICATIONS:

- ◆ Must be a person of deep Christian faith and integrity
- ◆ Prefer Bachelor's degree with 3-5 years of experience in a church or non-profit organization
- ◆ Prefer previous HR experience
- ◆ Experience in Arena and Next Financials a plus
- ◆ Problem solver
- ◆ Ability to multi-task and adapt in an ever-changing environment
- ◆ Must have great organizational skills and be extremely detail oriented
- ◆ Able to maintain confidentiality and practice discretion in all communications

- ◆ Positive attitude
- ◆ Excellent communication skills
- ◆ Ability to handle conflict with grace

TOP REASONS TO WORK WITH US:

- ◆ Custer Road is a large church that is stable and growing.
- ◆ Collaborative teams that embrace people from other cultures
- ◆ Ministry and professional growth
- ◆ Great workplace and ministry environment