



Job Description for Volunteer Money Counter

Connect, Teach, Live - Fort Walton Beach First UMC: Prayerfully making disciples of Jesus Christ for the transformation of the world by **Connecting** with people, **Teaching** God's word, and **Living** our faith through service.

The **Connect** ministries of our church are focused on connecting people to Christ through building relationships with those in our community. The **Teaching** ministries of our church are focused on discipling and moving people toward Biblical personal growth. The **Living** ministries of our church are focused on moving people toward living out their faith. To serving others as Jesus served.

Volunteer Job Title:	Money Counter
Reports to:	Church Business Administrator
Length of Commitment:	Two Years
Schedule:	1x a Month on Monday Morning (approx 8:45AM to 10:30AM)
Purpose	To help our Business Administrator with counting any offerings that may come in to the church.

Job Duties

- Count all Sunday offerings (cash and check) with CBA or Finance Assistant.
- Assure accuracy of financial records; make sure money has been posted to the correct envelope number/church member and FWB First UMC account in Shelby (Accounting Software).
- Prepare Deposit Slip(s) for bank. This includes General account and Specials accounts.
- Prior work with a 10 key calculator and dealing with large cash and check deposits is a plus, but is not required.
- Maintain a high degree of confidentiality regarding personal contributions.

Thank you for volunteering. You are greatly appreciated!

“For even the Son of Man did not come to be served, but to serve, and to give His life a ransom for many.” Mark 10:45