



# FORT WALTON BEACH FIRST UNITED METHODIST CHURCH

## 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.

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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 into 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!