

Epworth United Methodist Church

Bookkeeper

Job Description:

Part-time position: 16 hours/week
Rate: \$25 / hour
Reports to: Office Manager under Lead Pastor

Epworth Community Structure:

The Epworth UMC office supports the lead pastor, a part-time pastor, and three additional staff program directors who work collaboratively with the entire staff to plan and implement the ministries in each of Epworth's mission areas: Inviting, Belonging Connecting, and Caring. Epworth is a part of the Reconciling Ministries Network. Seeking to serve all within the faith community and the broader community outside our walls.

Position purpose:

To work alongside and assist the Epworth UMC Office Manager with specific duties that would promote accurate, efficient completion and documentation of financial transactions of the church thus promoting the fulfillment of vision and the mission of the church.

Duties:

- Working with the Office Manager to post weekly, monthly, quarterly, credit card, ACH, and online/kiosk transactions. This would require knowledge and skill utilizing Quick Books.
- Assist the Office Manager with monitoring available funds and working with the ministry areas on developing and complying with developed and developing budgets.
- Assist with the bookkeeping functions of the Epworth Cemetery
- Assist with deposit entry, bill paying, and monthly reporting for Epworth Preschool.
- Assist Office Manager with church building use requiring scheduling utilizing QuickBooks to invoice renters and a web calendar to inform and direct staff and volunteers for set-up.
- Maintaining complete and accurate records of all church, employment, and business transactions.
- Assist with overseeing workroom supplies are available including copier supplies.
- Assisting with preparation, filing, and distribution of financial reports to Trustees, Finance, Cemetery, Pre-school meetings one week prior to scheduled meetings. Additionally similar protocol for any requested information requested by the Conference.
- Prepare for and cooperate with those appointed to perform a yearly audit of financial records.
- Other administrative functions as directed by the supervising staff members.

Requirements

- Business Degree preferred
- Three years of bookkeeping experience
- Successful completion of a criminal background check and credit check.

Skills required

- Proficiency in business math
- Proficiency in office and financial software including, but not limited to, Microsoft Office Suite, QuickBooks/QuickBooks Desktop (current application being used)
- Knowledge of social media platforms
- Attention to details
- Organizational skills.
- Good interpersonal skills and a commitment to teamwork
- Commitment to protect confidential information.
- Building professional relationships with staff, congregation, and the public.
- Desire for collaboration with Staff Pastor Relations Committee and supervisors to develop an annual plan for continuing education – with emphasis on training available through the United Methodist Church on Conference or District level.