

Bookkeeper Job Position

JOB TITLE:

Part-Time Financial Assistant/Bookkeeper

PURPOSE:

Beaver Ridge United Methodist Church (BRUMC) is the “Church with a heart in the heart of the Karns ” by extending hospitality, serving the community, and embracing all. The ideal candidate for BRUMC's financial assistant will play a critical role in the Church by extending hospitality to those who call, write, and come to our building. The financial assistant is responsible for bookkeeping support to staff and Church committees. This staff member assists in management of Church finances, along with lay support.

QUALIFICATIONS:

Required:

- Related experience in finance or bookkeeping, preferably in a Church.
- Knowledge of payroll compliance, including federal taxes and IRS reporting requirements.
- Strong organizational and interpersonal communication skills.
- Proficiency in Shepherd’s Staff, Quick Books, and preferred experience with Church data base software.
- Experience working as a member of a team.

Finance

1. Provide bookkeeping services including disbursements, payroll, contributions, special funds, tax reporting and payments, and all general financial files.
2. Ensure account reconciliation for Church’s bank accounts. Provide regular updates and reports to Pastor and Finance Committee. Reports include but are not limited to, balance sheets, income/expense statements, and various supporting schedules.
3. Strong working knowledge of basic financial statements, including balance sheet and income/expense statement.
4. Support Church budget, capital campaign initiatives by tracking pledges and funding
5. Work with designated lay servants to count and confirm weekly offerings and special gifts.
6. Help ensure compliance with all Church financial policies established by the Finance Committee and/or Board of Trustees, including but not limited to use of Church credit card(s). If aware of any non-compliance, promptly communicate to Chair of Finance Committee.
7. Work with internal and/or external parties designated by the Finance Committee to perform financial audits.
8. Other duties as assigned.

HOURS/SCHEDULE: Up to 20 hours per week at the Church office

SUPERVISOR: Senior Minister and the Staff Parish Relations Committee