

BOOKKEEPER

Reports to:	Office Administrator
Effective:	January 15, 2019
Directly Supervises:	n/a
Status:	Part-time (14-18 hours per week)
FLSA:	Nonexempt

Job Summary

The Bookkeeper is responsible for maintaining church finances and financial business processes at Aldersgate UMC in a professional, efficient manner that honors God. This includes processing weekly offerings and other forms of income, billing and payment processing, and bill payment as well as oversight of purchasing, expense reimbursement, check request, and petty cash. It also includes communicating with our outsourced payroll firm as required. The bookkeeper will work under the direction of Office Administrator to support the mission of the church "to lead people into a growing relationship with Jesus Christ and share His love with our community."

Essential Functions

- Maintain all financial documents and communications in an organized and professional manner, including all emails related to finance, all invoices filed properly, and all financial reports and documents are kept confidential and organized.
- Enter account totals from membership software (Servant Keeper) into QuickBooks; enter all accounting from Preschool student software (EasyCare) into QuickBooks, and reconcile software with bank deposit slips.
- Enter all invoices and reimbursements submitted for payment, cut checks, submit to treasurer for signature and prepare for mailing.
- Prepare and maintain payroll records, manage employee files with timesheets, sick days, vacation days, and other leave days for all church employees.
- Maintain credit card usage records.
- Balance checking account and investment accounts and submit reconciliation to treasurer for signature.
- Submit to the Treasurer a listing of all checks written during the month.
- Prepare monthly reports for the Finance Committee and individual ministry teams.
- Prepare (with the Treasurer) a yearly budget draft for review, and prepare year-end financial reports.
- Prepare for and cooperate with those appointed to perform a yearly audit of financial records.
- Manage vendor relationships, maintain contract files, and serve as the liaison for Republic Bank (or other primary church banking institution, if changed from Republic Bank), and employee benefits such as Wespah/UMPIP (employee retirement) and Aflac.
- Prepare, submit, and maintain worker's compensation reports.

Other Responsibilities

- Review Financial Secretary's work and inform appropriate persons when discrepancies or errors are found.
- Keep abreast of current accounting requirements and best practices to ensure compliance with federal, state, and local requirements and with the Florida Conference and Gulf Central Districts of the United Methodist Church.

- Participate in staff team meetings, ministry meetings, and or administrative committee meetings as requested.
- Perform other necessary and related work as may be assigned.

Minimum Qualifications

- An associate's degree in accounting or equivalent from an accredited educational institution would be beneficial but not required.
- Practical experience in fund-based accounting and account reconciliation.
- Computer literate with a demonstrated proficiency in MS Word, Excel, and QuickBooks; capable of learning new software (e.g. membership software) as needed.
- Able to work on campus and maintain a consistent weekly work schedule during church office hours.
- Strong commitment to the Christian faith; familiarity with the United Methodist Church structure, mission opportunities, and resources is helpful.
- Not affiliated or previously affiliated with Aldersgate United Methodist Church.
- Willing to adhere to the Aldersgate UMC Staff Policies and Employee Conduct Expectations, to be loyal to the Senior Pastor and church leadership, and to be faithful to Aldersgate UMC mission, vision, and values.
- Able to play well with others.

Physical Requirements

- Ability to communicate clearly, verbal and/or written, to individuals and small groups.
- Ability to work independently on a computer (looking at a monitor, typing, sitting, etc.) for long periods of time.
- Ability to lift files and open filing cabinets, bending or standing on a step stool as necessary.

Core Competencies

- *Trust and integrity.* Is widely trusted; seen as direct and truthful; admits mistakes; adheres to an appropriate and effective set of core values during good and bad times; acts in line with those values.
- *Maintains appropriate confidentiality.* Committed to confidentiality regarding all account records, both of the church, preschool and staff, and the members; makes information accessible and available to those entitled to it and does so in a timely manner; knows what information should be accessible to whom and keeps those boundaries firm.
- *Interpersonal relationships.* Relates well to all kinds of people, inside and outside the congregation; builds appropriate rapport; builds effective and constructive relationships; uses diplomacy and tact; is regarded as a team player.
- *Dependability.* Ability to meet deadlines on a consistent basis; faithful and punctual in attendance in the office and at meetings as required.
- *Detail-oriented.* Strong attention to detail and precision in account reconciliation and report generation.
- *Organizing.* Can gather and organize resources (people, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal (multitasking); can use resources effectively and efficiently.
- *Planning.* Accurately assess the length and difficulty of a project; sets objectives and goals; breaks down work into process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.