

# CONCORD UNITED METHODIST CHURCH

## Job Description

### TITLE: Part-time Bookkeeper

**REQUIREMENTS:** The incumbent must be a person of genuine Christian character and commitment, who professes faith in Jesus Christ and exhibits a sincerely Christian lifestyle. Ideal candidate will have experience working in a church or other non-profit environment. A Bachelor Degree or 2 years bookkeeping experience is preferred but not required. Experience in ACS database management and financial models is a plus. The incumbent must be detailed, have good organizational skills and excellent communication skills.

**STAFF RELATIONSHIPS:** The incumbent will be responsible to the Business Manager and the Administrative Pastor and will work under the guidelines established by the Staff-Parish Relations Committee. Relationships with staff will be collegial and will require cooperation, mutual respect, and teamwork.

**SCOPE:** The incumbent will assist the Business Manager in maintaining the financial records of the church including posting daily transactions, Accounts Payable and payroll functions. Work will be completed on site at an agreed upon schedule. This is a part-time position.

#### RESPONSIBILITIES:

- Efficient financial recording and reporting based on proper accounting procedures, including timely posting of credits and debits to ACS.
- Coordinate Online giving processes and transactions.
- Disbursement of properly documented and authorized funds.
- Timely and accurate invoice processing and vendor management.
- Recording of all member contributions and issuance of regular contributor statements.
- Daily contribution posting.
- Daily posting of Thrift Store transactions.
- Process acknowledgements of memorial gifts, as needed.
- Other duties as assigned.

Approved: Mar. 18, 2024