



The Well, a United Methodist Church

Bookkeeper

This position reports to Director of Operations
Status: 10-15 Hours per week
FLSA: Non-Exempt

JOB SUMMARY

This position works closely with the pastoral and administrative staff in order to maintain, update, and deliver vital church information and services.

SPIRITUAL REQUIREMENTS

- Maintains a personal relationship with Jesus Christ through personal study, small group participation, prayer and worship.
- Full engagement in an active Christian lifestyle and discipline and serving out of call and giftedness.
- Commitment to personal spiritual growth and healthy lifestyle.
- Models the standards and expectations of Christian leadership, including positivity, professionalism and confidentiality.

QUALIFICATIONS:

- Must be at least 18 years of age or older
- Must have excellent computer skills (Microsoft Office, Excel and QuickBooks)
- Ability to work independently and take initiative.
- Organized, with an attention to detail.
- Professional, able to maintain confidentiality.

RESPONSIBILITIES

- Prepares check request forms as bills arrive, distributes to appropriate committee chair(s).
- Prepares line item charges to committees for postage, copies and supplies.
- Writes checks as per a schedule agreed upon and set by the Committee of Finance and as cash flow allows, obtains approvals from committee chairs as needed and applies credit to proper expense accounts up to the budget limit when possible.
- Produces a monthly and annual Financial Statement for Finance and Operations Team.
- Provides input to the yearly budget into the General Ledger System for tracking against and for monthly review.
- Reconciles bank accounts.
- Maintains Cafeteria Plan ledger, chart of accounts, financial records and copy of all payroll and 1099 filings.
- Prepares financial analysis as necessary and as directed by the Finance Committee.
- Supports the audit functions.
- Works with the Financial Secretary to ensure deposits and corrections are entered correctly.
- Regularly reviews the financial and accounting operations and provides recommendations for change to Pastor and Finance Team.

- Monitors financial reporting, budgets, payroll, membership contribution accounting, accounts payable/receivable and stewardship functions.
- Identifies financial resources and training needs.
- Develops and recommends best practices in areas of finance/accounting.

STAFF SUPPORT (5%)

- Provides administrative support to the Associate Pastor as needed.
- Answers the phone, take messages and effectively communicates information to staff, when needed.
- Picks up mail as requested; pay postage dues, pick-up large packages that are not inside PO Box. Sorts mail and distributes to the appropriate person.
- Assists with miscellaneous office tasks as assigned including, but not limited to, copying, folding, collating, labeling, stuffing envelopes, etc.
- Assists other staff as time allows.

CORE COMPETENCIES:

- *Organizing.* Can gather and organize resources (people, materials, funding, support) to get things done; uses 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 assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- *Managing vision.* Articulates and supports the vision and mission of The Well.
- *Managing conflict.* Deals with problems quickly and directly; steps up to conflict, seeing them as opportunities; reads situations quickly; focuses when listening; settles disputes collaboratively and equitably; finds common ground and get cooperation.
- *Interpersonal relationships.* Relates well to all kinds of people, inside and outside of the congregation; builds appropriate rapport; builds effective and constructive relationships; uses diplomacy and tact; is regarded as a team player.
- *Trust and integrity.* Is widely trusted; seen as direct and truthful; keeps confidences; admits mistakes; adheres to appropriate and effective set of core values during good and bad times; acts in line with those values; practices what he or she preaches.

HOURS

10-15 hours per week

Send letter of interest and resume to:

The Well, a UMC
Attn: A. Jones
P.O. Box 22, 14770 Canada Ave. W.
Rosemount, MN 55068

Email letter of interest and resume to: offices@thewellmn.church