

Carmel United Methodist Church

Position Title	Full Charge Bookkeeper
Date	January 2025
Hours/week	Position can be full or part-time depending on skills and desired schedule of candidate
Manager	Church Administrator

POSITION SUMMARY

The Full Charge Bookkeeper oversees the day to day financial operations of the church, including receipts, disbursements, banking and financial reporting. This position works closely with the Church Administrator and the church finance committee.

PRINCIPAL RESPONSIBILITIES

Accounting, Bookkeeping, Payables

- Maintain general ledger and chart of accounts
- Complete monthly bank reconciliation across all accounts
- Account payables preparation and dispersing all payments and tax documentation
- Collect, revise, classify, and verify approval for all expenses in CUMC credit card
- Pay and reconcile employee expense reports
- Collaborate with preschool assistant director on income and expenses
- Empower staff with the necessary information to complete their jobs, including monthly budget to actual reports to department heads
- Assists and oversee volunteer counters in counting all contributions on a weekly basis
- Prepare yearly and monthly financial statements

Payroll

- Maintain payroll, including adding new hires and terminating employees as needed
- Generate and distribute W2s for end of year tax information
- Collect, revise, and classify time-sheets from hourly employees
- Verify employee and employment status as needed

Donor Management

- Track donor contributions and reconcile as needed
- Prepare quarterly and yearly contribution statements for donors
- Provide customer service to donors and congregation members to answer questions and help with contribution questions

KNOWLEDGE, SKILLS, AND ABILITY	
System Knowledge	<p>Required System Experience:</p> <ul style="list-style-type: none"> ● Proficient in Quickbooks ● Google Workplace Suite ● Microsoft Office Suite <p>Preferred but not required:</p> <ul style="list-style-type: none"> ● Pathway (Church Community Builder) ● Paylocity ● Bill.com
Experience	<ul style="list-style-type: none"> ● 5+ years previous bookkeeping experience ● Church experience a plus, but not required
Qualifications	<ul style="list-style-type: none"> ● Organized, self-starter, works autonomously. ● Ability to handle confidential information ● Thoroughness in all tasks ● Strong attention to detail ● Expert organizational skills, including time management ● Able to resolve conflicts effectively