



<b>Job title</b>	<i>Bookkeeper</i>
<b>Reports to</b>	<i>Controller</i>

### **Job purpose**

The Bookkeeper is responsible for a variety of bookkeeping and accounting duties of the United Methodist Church Union Financial Department.

### **Duties and responsibilities**

#### **Payables and Receivables**

- Issues payment for all bills and employee reimbursements in an accurate and timely manner
- Assure that all expenditures are appropriately categorized
- Receives funds from payments, donations, and other sources and
  - Accounts for in an appropriate manner and categorizes appropriately
  - Takes deposits to the bank(s) as needed
- Follow-up on invoice and bill questions
- Manage time-line for payment of invoices

#### **Account Reconciliation**

- Making sure that the records of money spent equals the amount of money that actually went out
  - Compare bank statement with what is in Quickbooks
  - Credit Card Reconciliation

#### **Records Management**

- Organize and file financial records in the appropriate location
- Verify reimbursement requests against receipts, invoices, etc.

#### **Data Management**

- Input data into computer files such as Quickbooks and Bloomerang
- Use Excel to analyze data
- Compare invoices to payment records to assure that anomalies are addressed

#### **General**

- Act as a representative of The United Methodist Church Union (Church Union)
  - Dress and speak in a manner that is in line with the values of the Company
  - Report any activities that are illegal, and or detrimental to the people and places associated with the ministry of Church Union
- Other duties as assigned

### **Qualifications**

This position requires the following:

- Experience with certain software programs:
  - Ability to use Microsoft Office programs such as Word and Excel
  - 1-3 years Quickbooks experience
- Training needed:
  - Associate degree in Accounting or 1-3 years' experience in a similar role
- Personal Strengths:
  - Excellent verbal & organizational skills
  - Strong mathematical skills
  - Strong organizational, problem-solving, and analytical skills: ability to manage priorities and workflow
  - Attention to detail
  - Teamwork is essential
  - Willingness to work compassionately with those in poverty
- Other considerations:
  - Reliable Transportation
  - Applicable Background checks which may include State Police, Child Abuse, and FBI

### **Working conditions**

- Work schedule is flexible as outlined in Personnel Manual
- This position works from an office location in the Northside but may have an opportunity for remote work
- The organization values team work and may require employees to assist on tasks not within their typical job description
- The Bookkeeper will need to occasionally retrieve mail from the Post Office and visit local banks to make deposits

### **Physical requirements**

The individual should be able to lift 15lb.

### **Direct reports**

None

### **Compensation**

- This is a non-exempt position (30-40 hours/week)
  - Salary Range: \$18-\$25/hour dependent on experience
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