



June 24, 2020

## **Church Financial Bookkeeper**

### **ADMINISTRATIVE:**

1099 Contract Position

Pay: \$22/hr. 12 hrs./wk. up to 8 hrs. telework

Reports to Executive Director & Treasurer

### **POSITION DESCRIPTION**

Old Bridge Church (OBUMC) is seeking a Financial Bookkeeper whose mission it will be to track and process bills, payments and receipts, process payroll, accounts reconciliation, and generate relevant reports for the church operations. The incumbent will function as the primary support person to the Treasurer, Executive Director, and the church leadership board. The ideal candidate will be proficient in business accounting and bookkeeping procedures, the use of standard financial accounting software, and common office procedures.

### **ESSENTIAL FUNCTIONS**

The Church Financial Bookkeeper serves as point of contact for church staff and leadership regarding day-to-day financial matters and:

- works closely with the counting team concerning weekly offerings and bank deposits.
- initiates and replies to correspondences, emails, and phone calls within the scope of knowledge and position.
- receives invoices, reconciles accounts, and processes authorized payments for managerial authorization.
- researches and provides details of financial transactions requiring substantiation to church leadership.
- attends staff meetings as needed.
- maintains and files sensitive and confidential financial information.
- prepares year-end reports.
- performs fiscal year closeout including year-end accruals.
- has a working knowledge of QuickBooks.
- affirms intrinsic faith in Jesus Christ, sound biblical knowledge, and intentional spiritual growth practices lived out in daily life and in service is a strong plus.
- Is capable of performing other duties as assigned.

### **NECESSARY CHARACTERISTICS, QUALIFICATIONS, AND EXPERIENCE**

Applicants for this position must:

- possess a working knowledge of business accounting procedures.
- possess a working knowledge of financial bookkeeping.
- have at least 2 years of experience working with QuickBooks accounting software.
- be proficient with modern office procedures and practices.
- be able to work with church members and staff while maintaining confidentiality and sensitivity when needed.

- be able to communicate effectively and dispose of routine matters without reference to a supervisor.
- be able to work with church members and staff while maintaining confidentiality and sensitivity when needed.
- be able to pass a background check and provide verifiable character and employment references.
- enthusiastically affirm and be guided by the values, vision, and mission of OBUMC.
- be detail oriented and possesses organizational skills.

#### **WORKING CONDITIONS**

This position may require lifting of objects that exceed 25 pounds, with frequent lifting and/or carrying of objects weighing up to 10 pounds. Other physical demands may be required are as follows:

- Pushing and or pulling
- Climbing
- Stooping
- Reaching
- Talking

The incumbent must be able to perform a variety of duties often changing from one task to another of a different nature without loss of efficiency or composure. Must be able to interact with people from various backgrounds. Being an extrovert is a plus. Ability to adapt, perform informal evaluations and make decisions based on sensory or judgmental criteria.

This is a part-time contract position with varied hours to support the various missions and functions of the church. During certain times of the year (Christmas, Easter, Charge Conference, etc.), the position may require extended hours.

Applicants should send resume and cover letter to [jobs@oldbridgechurch.org](mailto:jobs@oldbridgechurch.org)