

**Clarendon United Methodist Church (UMC)**  
**Financial Assistant – Part Time**

Clarendon UMC in Arlington, VA is looking for an experienced Accountant/Bookkeeper to oversee and manage our financial related functions, 15-20 hours per week. Responsibilities include accounting, bookkeeping, and management of short- and long-term church financial concerns with third parties.

Minimum Qualifications:

- Bachelor's degree in Business Administration or Accounting (or commensurate experience).
- Knowledge of Generally Accepted Accounting Principles and fund accounting.
- Experience with: QuickBooks accounting software (including QuickBooks On-line), MS Office suite (Word, Excel, Outlook, and Power Point), Google Drives and associated capabilities.
- Experience in processing payroll
- Experience in fund accounting
- Experience in preparing financial reports
- Knowledge of Fair Labor Standards Act
- At least 3 years of financial management experience

Physical Requirements:

Light lifting, vision to read printed materials and a computer screen, hearing and speech to communicate in person and over the telephone. Must be available during normal business hours as well as for occasional evening meetings.

Mission Orientation:

We are looking for someone dedicated to financial management excellence, as well as our overall mission tenets of “embracing all” and “serving others.” The individual should understand the value and necessity of positive relationships with neighbors and core stakeholders.

Primary Tasks:

- Process payroll, various expenditures, payment of contracts, and all other financial transactions for the church.
- Manage operational accounts, bank accounts, investment accounts, giving records, and church financial databases.
- Coordinate with volunteers who assist with finance and generosity issues, including money counters, data input volunteers, and ministry teams for generosity, stewardship, and investments.

- Document, track, and prepare spreadsheets and monthly/ad hoc reports about finances – including income and expenses, restricted fund balances, contributions and pledges, budgets and forecasting.
- Assist in seeking out potential financial support and resources, including grants, to fund various projects and expenditures of the church.
- Address other financial issues including analyzing major purchases, encouraging planned giving, dealing with investments and other regulatory issues for non-profit organizations.
- Ensure secure storage and maintenance of all church financial records and files.

For additional details, please contact [office@clarendonumc.org](mailto:office@clarendonumc.org), cc [oceanav20@gmail.com](mailto:oceanav20@gmail.com) .