



Lincolnia United Methodist Church

6335 Little River Turnpike, Alexandria, Virginia

Tel: 703-354-5176

Position: Administrative Assistant, Accountant and Social Media Coordinator

Part-Time Morning and/or Afternoon

Compensation: Commensurate with experience

Service Location: 6335 Little River Turnpike, Alexandria, VA 22312

Position Status: Open until position is filled.

Hours per Week: 20 hours.

The Lincolnia United Methodist Church is a mid-sized and growing multi-cultural church located in the heart of Fairfax County, Virginia. The mission of the church is to Share Christ's love for all people everywhere. The Administrative Assistant, Social Media Coordinator and Accountant supports and serves the pastor and provides oversight of the ministry and functions relating to the general office work and administrative activities of the church, assist with updating and maintaining the church's social media accounts and perform payroll and accounting duties.

Duties and Responsibilities

1. Provide administrative support to the pastor and church committees, including researching, coordinating, and organizing required data for the pastor and maintaining and accurate calendar of his/her schedules.
2. Maintain and update the church website, Facebook and other social media platforms with church activities, announcements and other relevant information as requested by the church leadership.
3. Perform accounting duties of a) managing QuickBooks activities, b) Monthly Expenses, Reports, and Reconciliation, c) End of Year and Tax Activities d) Other Activities (with assistance from Finance Committee Chair) e) Expense and Payroll Schedule (See **APPENDIX A** for details of activities that are inclusive and ones that are not inclusive exclusive of this role)
4. Clerical/secretarial duties: Establish and maintain the church annual calendar of events as confirmed by the pastor and chair persons of the various church committees.
5. Coordinate and finalize the Order of Service with pastor and send out information email to the appropriate persons involved in the upcoming service as necessary.
6. Assist with maintaining and reporting from church database, church membership and membership contribution, records of baptisms, births, deaths, marriages, employee files, Up-to-date lists of the names, addresses, telephone numbers and email addresses of committee members, and other records deem necessary by the pastor and the SPRC committee; and respond to requests for any of these documents.
7. Responsible for ordering and maintaining supplies for staff and church, ordering print job, and coordinating with the cleaning company and the trustees on the sanitary state and use of church property. Also makes sure that all operations logistics in the church are in good repair.
8. Responsible for editing and finalizing of church content and correspondence, including the weekly bulletin, letters, memos, emails and forms to ensure that content and grammar are correct
9. Send meeting notices by email to the appropriate participants two days before the scheduled date.
10. Send out a letter of recognition every week, to visitors to the Sunday worship services.
11. Receptionist duties; exercise courtesy and diplomacy in receiving and making calls, responding to inquiries of members and others seeking information, maintaining a visitor's book and scheduling repair and maintenance visits.
12. Financial Responsibility: accurate documentation of Sunday worship service tithes and offerings and all financial cash and in-kind donations made to the church for onward submission to the church accountant; as well as filing financial documents, including bills, vouchers, payrolls, finance sheets



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and meeting minutes. The administrative assistant will collect all bills, invoices, timecards, and other expenses twice monthly and will turn them over to the church accountant for payment. After the checks are written, the administrative assistant will receive the unsigned checks and will coordinate with the Treasurer or other authorized person to get the checks signed. The administrative assistant will then distribute or mail the signed checks and will file all records and receipts accordingly.

SUPERVISION. The Administrative Assistant, Social Media Coordinator and Accountant will report directly to the Pastor and have a dotted line reporting to the Finance Committee Chair for efficient administration of the business affairs of the Church under the policies established by the Church Council.

Work schedule and remote work.

This position requires minimum of 3 days of work per week with a minimum of 2 days of onsite work in the church office. One day (6 to 8 hours) a week of work may be performed remotely.

Qualifications for this position:

Three or more years' experience as an administrative assistant

Proficiency in MS Windows, Word, Excel, Access, PowerPoint, Outlook and QuickBooks (or comparable business management app or tool)

Two or more years' experience in payroll management

Familiar with website and social media platforms and how to perform update.

A people person with cultural sensitivity

Proficient in the use of computers, typewriters, fax machines, copiers, scanners, etc.

Excellent command of both written and verbal English, strong organizational skills

Strong awareness of the need for confidentiality in all matters

Interested candidates, please email your resume to bockdmatt@yahoo.com with the subject line "LUMC Administrative Assistance Position"



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APPENDIX A

INCLUSIVE CHURCH ACCOUNTANT DUTIES.

The Church Accountant shall provide the following accounting services to the Lincolnia United Methodist Church:

Complete the Setup of the LUMC Quickbooks Account

- (a) Determine the need for new account numbers that are compliant with standard accounting practice and implement them for the chart of accounts
- (b) Evaluate the value of "classes" in Quickbooks for LUMC accounts and financial procedures and implement as necessary
- (c) Add new accounts and eliminate others with guidance and input from LUMC Committees

Monthly Expenses, Reports, and Reconciliation

- (a) Collect invoices and other expense information from the Church twice monthly according to the established Schedule (see section 1.6)
- (b) Enter expense data, prepare and print checks
- (c) Run payroll and print payroll checks
- (d) Deliver checks to the Church (see section 1.6) for signature and mailing
- (e) Prepare and enter monthly tax payments (IRS 941 and Virginia State Tax) and pay via ACH. Prepare and submit Quarterly IRS 941 reports.
- (f) Perform monthly bank reconciliation. Review reconciliations to ensure that they are prepared properly and follow-up on any unusual items.
- (g) Oversee all payroll requirements for salaried and hourly employees including benefits such as pension plans and health insurance
- (h) Monitor and follow-up on receivables (a/r and a/p) that have been outstanding for unusually long periods of time.
- (i) Produce monthly financial statements including balance sheet, profit/loss statements, and accumulative general ledger using a computer-based accounting system.
- (j) Ensure that all general ledger accounts are reconciled to subsidiary records on a monthly basis.
- (k) Prepare monthly closing general ledger entries and monitor cash flow.
- (l) Review reconciliations to ensure that they are prepared properly and follow-up on any unusual items.
- (m) Prepare and distribute monthly financial reports to each Committee Chair

End of Year and Tax Activities

- (a) Assemble W-2 information for all LUMC employees, review W-2's with the Finance Committee, submit the W-2's to the IRS, and forward them to LUMC for distribution prior to the Jan 31 deadline.
- (b) Organize quarterly and annual reporting of self-employment taxes and Form 1099 for contract workers and certain vendors.
- (c) Provide documentation and copies of 1099's and W-2's in electronic form to LUMC
- (d) Organize the preparation of all tax filings for the church and make sure all IRS and governmental obligations are met.
- (e) Execute end of year account adjustments and corrections as required
- (f) Prepare LUMC books and records for the annual audit

Other Activities (with assistance from Finance Committee Chair)

- (a) Suggest means and mechanism to perform the monthly invoice and finance information exchange



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- (b) Provide guidance for implementing a Reserve account
- (c) Help develop a long term Reserve Plan
- (d) Lay out monthly finance information in Excel for each Committee Chair (Finance, Trustees, SPRC) and a financial summary for Church Council and the Pastor
- (e) Evaluate the potential benefit of semi-accrual or accrual accounting methods for LUMC
- (f) Explore direct deposit option for our employees and implement if possible

Expense and Payroll Schedule

- (a) LUMC pays its bills and runs payroll twice monthly, on the 15th and on the last day of the month
- (b) For those months where any of these days occur on a holiday or weekend, this schedule is advanced forward to a non-holiday weekday which is often a Friday. For example, January 31st 2016 occurs on a Sunday. Consequently, the expense and payroll checks will be issued on Friday, Jan 29th.
- (c) To accommodate the expense and payroll schedule, annotated invoices and other bills and expenses will be made available for pickup at LUMC by noon the day prior to check issue. Using the example provided in 1.6.b, above, this would occur on Thursday, Jan 28th.
- (d) Once the checks are printed, the Church Accountant will deliver them to LUMC before close of business the day of check issue to be signed. Using the example provided in 1.6.b, above, this would occur on Friday, Jan 29th.

NOT INCLUSIVE OF CHURCH ACCOUNTANT DUTIES

The Church Accountant will not be responsible for the following activities, each of which remains the sole responsibility of the Lincolnia United Methodist Church:

- (a) Handling, recording, or depositing LUMC income
- (b) Negotiation of terms and conditions between LUMC and its suppliers, vendors, and others, such as remittance due dates and discounts.
- (c) Final review and approval of annual financial statements.
- (d) Approval and coding of invoices for disbursement.
- (e) Preparation of budgets
- (f) The Church Accountant will not sign checks. This will remain the responsibility of LUMC as required by our Discipline.