



Mission Statement: Calling the Christian-ish to Become Passionate Servants of Jesus Christ

At St. Andrew, we are a community of people seeking to live more like Jesus every day and to learn in deeper ways what it means to follow his teachings, live in community, and serve the world.

Summary

Under the direct supervision of the Business Administrator, the Bookkeeping Assistant will assist with the day-to-day operations around all financial activity of the church. This role is responsible for maintaining and proactively facilitating a good relationship with the Church staff, visitors, and membership and is a partner in ministry helping to fulfill the mission and vision of St. Andrew Methodist Church.

Essential Functions

- Process weekly contribution transactions
- Process weekly online contributions
- Manage memorial/honorary gift recognitions
- Assist with contribution report mailing 2 times per year
- Review and assist with monthly credit card receipt processes
- Assist with contribution gift corrections
- Assist with invoicing processes for facility usage
- Assist with collecting, processing and sorting mail
- Work closely with Invite Ministries to
 - Process deposits
 - Process invoices
 - Maintain financials in QuickBooks
 - Maintain W9 files
 - Prepare 1099's
- Serve as backup for other Finance Assistants as needed
- Assist with annual audit requests
- Assist visitors, or members with access for giving account login
- Maintain a positive rapport with visitors, congregation, and staff
- Attend St. Andrew Staff meetings as requested
- Work closely with associated ministries of St. Andrew, i.e. The Storehouse, Four Corners, Sunday School Classes, Beacon of Light
- Assist with bank reconciliations monthly
- Assist and reconcile monthly securities accounts
- Assist staff with office supply orders
- Assist staff with workroom machines
- Assist with Columbarium processes
- Serve as a notary
- Reconcile and Invoice partner ministries
- Assist with square devices, cash boxes, money bags, etc.

Competencies

- Microsoft Office Suite, including strong Excel skills
- Basic accounting and finance skills
- Fund Accounting knowledge
- Adobe Pro
- ACS
- Ministry Platform
- Confidentiality
- Working knowledge of QuickBooks Online
- Organized
- Flexible

Supervisory Responsibility

This position does not have any supervisory responsibility.

Physical Demands

This is mostly a sedentary position with some filing. This role also requires the ability to stock and sort supplies in the workroom and the ability to lift 50 pounds.

Position Type and Expected Hours of Work

This is a non-exempt full-time hourly position at 36.5 hours per week. Work hours are Monday – Thursday, 8:30am-5:00pm and Friday, 8:30am-1:00pm. Weekly expectations include consistent presence in staff meetings and consistent communication with manager.

Required Education and Experience

- High School Diploma or higher
- Knowledge of Fund Accounting systems
- 3 or more years Administrative Experience
- 2 or more years of Financial Assistance

Given the volume of sensitive personal financial and other personal information available to this position, it is our preference that a non-church member serves in this role in an effort to keep such information confidential, internalized and impartial.

If interested in applying for this position,
submit your resume and statement of faith to
resume@standrewmethodist.org