

United Methodist Church of Vista
Job Description

Title: Bookkeeper/Treasurer

Description Approved by SPRC:

Supervisor: Senior Pastor

Anticipated Weekly Hours Required: 12-15

Please Apply by May 20th, 2019

Reports to: Senior Pastor
Committee on Finance
Staff-Parish Relations Committee

Work directly with: Money counters
Finance committee
Treasurer/s
Senior Pastor

Principal Functions:

The Church Bookkeeper/Treasurer shall serve as financial record keeper of the United Methodist Church of Vista for all budgets of the church (except UMC of Vista Foundation funds). The Church Bookkeeper/Treasurer shall disburse all money contributed to causes represented by the church budget and such other funds and contributions as the Church Council may determine. Duties shall include but shall not be limited to:

1. Duties and Responsibilities

- A. Administer church checking, savings, and loan accounts.
- B. Maintain all appropriate accounting ledgers and journals including electronic records.
- C. Enter New Budget annually per Finance committee and Senior Pastor
- D. In collaboration with the Finance Secretary, send out financial statements to church members quarterly/monthly per senior pastor and finance committee.
- E. Report current budget information to Finance, committee chairs and pastor/s monthly.
- F. Post and transfer funds to and from designated, operating, and building accounts.
- G. Receive billing and process monthly bill payments.
- H. Remit each month to the Conference Treasurer all World Service and Conference Benevolence funds then on hand. (Apportionments) With direction from senior pastor, finance committee or treasure.
- I. Reconcile payroll in Quickbooks with information from CBS/Payroll company
- J. Reconcile time sheets for hourly employees and payroll checks. (With Office Manager)

- K. Provide CBS/Payroll affiliated payroll company information to file state and federal tax forms on time.
- L. Prepare 1099 and other required forms for appropriate employees, and file these with state and federal agencies on time.

2. Skills Required

- A. Knowledge of Quickbooks, Microsoft Excel and other Microsoft programs.
- B. Willingness to learn new software and evaluate on-line resources for information pertinent to church needs.
- C. Ability to prioritize demands of busy office and church.
- D. General knowledge of finance, bookkeeping and accounting.
- E. Ability to work in a confidential work environment with sensitive information.
- F. Excellent communication skills and ability to work in teams.
- G. Working knowledge of accounting and payroll principles, banking procedures, denominational rules, and basic business forms and reporting methods.

3. Meetings Required to Attend:

- a. Committee on Finance (monthly)
- b. Church Council (monthly)
- c. Staff Meetings (Quarterly and with the direction of the senior Pastor)
- d. All Church/Charge Conference (annually)

Core Competencies:

- a. Organizational Skills – Is able to prioritize and plan multiple activities and meet objectives within established timelines. Seeks out and finds better ways to do things
- b. Communication Skills – Able to effectively communicate to diversity of church members and in any environment in both verbal and written form. Able to listen and assess needs and requests of staff and congregation.
- c. Attention to Detail – Proactive in producing the most accurate reports and works with others to perfect any errors in a timely manner.
- d. Flexible – Able to adjust task or focus with interruptions and return to priority list when appropriate.
- e. Integrity – Maintains legal, social and organizational standards and values and honors commitments.

