

## **Bookkeeper/First United Methodist Church in Mountain Home, AR**

First United Methodist Church is looking for a part time bookkeeper. The Bookkeeper shall oversee the financial and business transactions of the Church. Reports directly to the Pastor for operational concerns and directly to the Finance Committee chairperson for financial concerns.

### **Duties:**

- Ensure contributions are counted, recorded and deposited each week. Ensure adequate recordkeeping is in place to record all donations.
- Pay all invoice/disbursements and maintain supporting documentation for all expenditures.
- Process payroll on a bi-weekly basis and maintain employee records related to payroll including monthly, quarterly and annual tax reports.
- Reconcile and balance all church deposit accounts each month.
- Consult with the Finance Committee concerning the creation of a budget and to monitor spending throughout the year.
- Prepare weekly, monthly, annual reports for the Finance Committee and Senior Pastor and prepare any other reports as requested.
- Prepare the financial information for newsletters and worship bulletins(as requested).
- Oversee the church insurance programs
- Perform any other necessary, related work

### **Skills:**

- Communication skills, both written and spoken
- Ability to listen empathetically and respond accordingly
- Ability to analyze a problem and develop a solution
- Understand the importance of confidentiality
- Possess the ability to organize workflow for maximum efficiency
- Working knowledge of computers and accounting software
- Working knowledge or experience in accounting
- Degree preferred but not required
- Preferred 5 years of experience in a related field
- Successful background check and completion of Safe Gatherings Certification

Part-time 12-15 hours per week, days and times negotiable

Pay: \$15 per hour