

**FUMC Missouri City
Bookkeeper
Job Description**

The Bookkeeper is a part-time, non-exempt position who will maintain the financial books and records for the church. The individual will work with the Treasurer and Finance Committee Chair to provide monthly financial reports and updates.

Duties shall include but not limited to the following:

- Handling of Contribution checks:
 - Open safe for Monday morning counting once Treasurer arrives.
 - Treasurer hands copies of checks and total sheet to Bookkeeper to process the contribution in the financial records.
 - Treasurer will take Contribution checks to bank for deposit; Bookkeeper acts as back-up for Deposit.
- Handling of Non-contribution checks (such as rent)
 - Bookkeeper makes copies of non-contribution checks.
 - Bookkeeper processes journal entry / updates financials.
 - Bookkeeper responsible for deposit; Treasurer is backup.
- Works according to the guidelines established by the Finance Committee to receive funds from whatever source, record them in the financial records, and report them to the Pastor, Staff and Finance Committee.
- Keeps records, whenever possible, of how much money is given by whom and report amounts received to the appropriate people on a quarterly basis.
- The Bookkeeper will disburse all money contributed to the local church budget, keeping accurate records of how money is spent.
- Each month, the Bookkeeper will send all required conference benevolence funds on hand to the Texas Annual Conference treasurer.
- Process the ACH contributions.
- Process Payroll for all Church staff. Ensure overtime reporting is documented accurately prior to processing the overtime payment.
- Ensures compliance to all applicable Finance guidelines and governmental tax guidelines as defined by the Finance Committee.
- Assure all tax reports are promptly paid and timely filed. Prepare the quarterly 941 tax returns.
- Maintain the general ledger including recording transactions, making journal entries and reconciling accounts.
- Provides monthly financial reports to the Finance Committee Chair for monthly Finance Committee meetings; also provides financial updates for Charge conference, and, in some cases, the trustees.
- Make copies of financials for Finance Committee monthly meetings.
- Participate in Finance Committee meetings.
- Create forms in Shelby Next Giving for event registrations for online payments.

- Conduct any other duties requested by the Senior Pastor provided there isn't a conflict of interest with the financial responsibilities or impairs any financial responsibilities for the accuracy of the books and records.

Desired Qualifications:

- A person of faith embodying high moral and ethical standards and integrity,
- Adhere to the Safe Sanctuary policy of the church.
- Bookkeeping or finance experience.
- Skills and interest in financial record keeping; ability to keep detailed, accurate records and maintain appropriate confidentiality
- Passion for financially supporting the mission of making Christian disciples for the transformation of the world
- Ability to work with individuals and ministry teams
- Skill in searching for new revenue sources along with an understanding of biblical stewardship and management of all resources that God gives and provides
- Computer proficiency
- Experience in Shelby Next