

Bookkeeper

Date: October 2021
Job Type: Part-Time Hourly - Up to 15 hours per week or up to .375 FTE;
Flexibility to work remotely, with one half day in the office
Reports to: Senior Pastor
Church: UNITY Lutheran Church (2 campuses in Brookfield, WI)
Size: 2,500 baptized members

Role Summary

In partnership with the Senior Pastor, Treasurer, Finance Team, Finance Secretary and auditors, this position provides support services for keeping accurate records of all church financial accounts, recording payments and reimbursements, maintaining accounts and bank statements and creating monthly and annual financial reports.

Key Roles and Responsibilities

1. Post all deposits and income to church accounts on a weekly basis. Partner with the Finance Secretary to monitor and direct income streams from on-line or remote giving/payment systems. Monitor status of brokerage account and sell gifted stock in a timely manner.
2. Post all expenses to the church accounts. Monitor the expense voucher system and pay bills on a weekly basis in a manner consistent with practices established by the Treasurer, Finance Team and auditors.
3. Prepare preliminary month-end statement of income and expense for review by the Treasurer. Provide ongoing budget status updates to the staff and Council, as requested.
4. Run bi-monthly payroll. Enter staff salary and benefits changes. Audit all payroll and benefits transactions for accuracy.
5. Support reconciliation of weekly giving and manage banking deposits. Send quarterly and year-end contribution statements. Manage and track all memorial contributions.
6. Perform other miscellaneous duties such as assisting with the annual audit process, recording journal entries for benevolences or backing up the accounting system.

Qualifications

1. A commitment to work in a confidential environment with sensitive information.
2. High school diploma or general education degree (GED) required.
3. Associate's or Bachelor's degree preferred.
4. Demonstrated proficiency in Excel and ability to utilize church accounting software.
5. Strong attention to detail.

Desired Characteristics

1. Ability to work in collaboration with all staff and teams in a Christian environment.
2. Exhibits good judgment, honesty, integrity, responsibility, and people skills.
3. Desire to pursue continuing education for personal and job enrichment.
4. Adopts and lives out UNITY's mission of celebrate, share, and renew.
5. Helps UNITY to be a good steward of our financial resources and commitments.

Benefits

This position is eligible for paid time off, designated holidays and paid time off for continuing education.