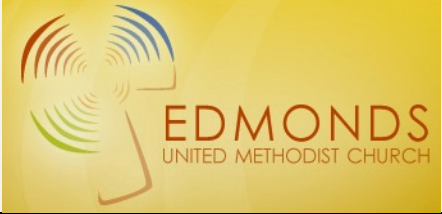


Job Title:	Full Charge Bookkeeper		
Department:	Finance	Location	EUMC Office
Level/Salary Range:	\$35,000 - \$50,000 DOE plus benefits	Position Type:	30 hours/week, exempt
Reports To:	Pastor	Supervises:	
Job Description			
<p>SUMMARY</p> <p>30 HOUR PER WEEK EXEMPT SENIOR STAFF POSITION REPORTING TO THE PASTOR AND RESPONSIBLE FOR DIRECTING AND OVERSEEING THE BUSINESS AND FINANCIAL SUPPORT FUNCTIONS IN THE CHURCH.</p> <p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> ➤ <u>Leadership</u> <ul style="list-style-type: none"> ▪ Member of the Finance Committee ▪ Member of the Board of Trustees ▪ Member of Church Council ▪ Serves as the Church Treasurer ➤ <u>Finance</u> <ul style="list-style-type: none"> ▪ Supports for all banking, investment accounts ▪ Responsible for paying all bills, reimbursements, payroll - EUMC & Children's Center (CC) ▪ Responsible for recording of monetary donations to the church ▪ Create and distribute quarterly and end of year contribution reports to givers ▪ Pay all payroll taxes, pension payments, health insurance payments – EUMC & CC ▪ Prepare and file Quarterly 941 Taxes, and Labor and Industries Taxes – EUMC & CC ▪ Prepare, file, and distribute end of year W-2 Tax forms and 1099's – EUMC & CC ▪ Prepare, file, and pay annual Sales/Excise Taxes for Thrift Shop ▪ Load in preparation of annual budget ▪ Assist with annual financial review of records ▪ Track Children's Center tuition ▪ Prepare and distribute monthly financial reports to committees ▪ Generate and submit annual reports to the Annual Conference ▪ Prepare apportionment reporting as requested 			

QUALITIES SOUGHT IN A QUALIFIED CANDIDATE

- A passion for working with staff, members of the congregation, and the general public
- Supports the vision of Edmonds United Methodist Church
- Strong interpersonal skills with demonstrated written and oral communication skills
- Working knowledge of QuickBooks and MS Office programs.
- Proven ability to leverage and mobilize volunteers and build community
- Proven planning and organization skills
- Flexible, adaptable, and approachable
- Creative thinker and problem solver

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor’s degree or equivalent experience in finance, bookkeeping, and administration
- 4 or more years of experience in finance, bookkeeping, and administration
- Previous experience in a leadership/management role in a church or non-profit is beneficial

Approved By:	EUMC Staff Parish Relations Committee	Date:	January 30, 2020
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