

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

**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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