Sumner United Methodist Church

Position Description

Position: **Office Administrator/Bookkeeper – part-time (20-24 hours per week)**

Hourly Rate: **$20-25/hr**

Reports To: **Pastor**

Position Overview:

The Church Office Administrator/Bookkeeper ensures the smooth and efficient operation of the church office, handles all bookkeeping matters and provides direct support to the Pastor. The position plays a key role in communication and is a welcoming presence for all who interact with the church. This is a part-time, hourly position. Weekday work hours and start times could be flexible. All work is done on site in the church office.

Candidate may be an active church member or be active in another community.

Sumner United Methodist Church is a faith community in Sumner, WA that believes everyone is welcome to God's love and grace, supports people doing good in the world, and nurtures your spiritual journey with God and in community.

Responsibilities:

Office Administrator

- Oversees the daily operations of the church office, maintaining an organized and hospitable office environment
- Serves as the prime office and telephone welcomer during the week, managing information requests and interactions with the community and our partners
- Manages church calendars, facility use schedules, church database, coordinate facility usage requests, and manage administrative service contracts
- Responds to community requests for assistance
- Coordinates office volunteers

Communication and Coordination

- Distribute church-wide and internal communications (e.g., weekly email newsletters, Sunday bulletins, announcements, mailings)

Support for Ministry Teams & Congregation

- Assist staff and lay leaders with administrative needs related to church programs
- Support staff in preparation for meetings, worship, and seasonal events as needed
- Support Pastor, tracking their expenses, events, and scheduling

Bookkeeper

- Financial accounting including accounts payable, payroll, and records retention. Checking accounting records for accuracy, tracking invoices and payments and maintaining a system for organizing church documents.
- Pay bills and reimburse church members per the direction of council and the committee and work area chairpersons. Maintain paper and electronic records of the transactions.
- Record the income as directed by the financial secretary
- Execute monthly payroll, including payment of employment-related taxes and completion of tax paperwork
- Provide monthly reports of the above transactions and financial status to the committees, work areas, and council
- Assist all committees and work areas in building their annual budgets
- Provide input for the annual Pastor's report
- Respond to inquiries related to financial matters

Desired Knowledge, Skills, and Abilities

- Aligns with Sumner UMCs commitment to inclusion, justice, and belonging
- Excellent written and verbal communication skills
- Strong organizational and time management skills with attention to detail
- Proficiency with Microsoft Office (Word, Excel, Publisher, Teams) and electronic mailing systems (e.g. Mailchimp)
- Experience managing schedules, documents, and confidential records
- Ability to interact with diverse individuals in a welcoming and hospitable manner
- A commitment to inclusive, accessible, and user-friendly systems
- Creative problem-solving and process creation abilities
- Knowledge of non-profit or church administrative best practices preferred

To apply send an email including a resume and any cover letter to office@sumnerumc.org. The position will remain open until filled.

SUMNER
UNITED METHODIST CHURCH
901 Wood Ave.
Sumner, WA 98390
www.sumnerumc.com
Rev. Evangeline Rand, *pastor*