

**Full Charge Bookkeeper
First United Methodist Church Portland
4545 Wildcat Drive, Portland, TX 78374**

FUMC Portland is seeking a Full Charge Bookkeeper to work 20 hours per week. This is a Salaried Position, exempt from overtime. Salary starting at \$2,000/month. Office hours are generally 9am-2pm Monday through Thursday.

Job Description: The Church's Full Charge Bookkeeper is responsible for all financial matters of the Church, according to the duties outlined below. This person reports directly to the Senior Pastor but must also work closely with the Admin Assistants and other Program Staff as well as vendors and volunteers.

Job Duties Include (but are not limited to):

1. Record all financial transactions of the Church in QuickBooks, maintaining separate accounts for Operating Funds and Designated Funds
2. Reconcile all cash and investment accounts
3. Maintain the general ledger in accordance with GAAP
4. Track members' contributions in Breeze and issue quarterly statements
5. Produce, Review, and Analyze monthly financial reports for accuracy
6. Work closely with Church Treasurer in issuing financial reports to the Senior Pastor, Program Staff, and Ministry Team Chairs monthly
7. Prepare payroll and related payroll tax forms -Forms 941, Forms W-2, Forms 1099, etc.

Minimum Qualifications:

- a. High school diploma
- b. Five years' bookkeeping experience, with at least two years as a Full Charge Bookkeeper
- c. Excellent communication skills, both verbal and written
- d. Ability to work independently in a small office setting
- e. Knowledge of Microsoft Office applications
- f. Extensive experience with QuickBooks – Familiarity with Non-Profits a plus

To Apply:

Submit resume and three professional references to: seniorpastor@fumcportlandtx.org
Successful applicants will be submitted for a background check by FUMC Portland before an offer of employment is made.