

**JOB DESCRIPTION**  
**Lakeside United Methodist Church**

**POSITION TITLE:** Bookkeeper

**REPORTS TO:** Pastor

**SUPERVISION:** None

**STATUS:** Part-time, Hourly, Non-Exempt

**PRIMARY FUNCTION:** To accurately manage and communicate all financial transactions and information of the Lakeside United Methodist Church and Pre-school on behalf of the leadership of both the church and the school.

**QUALIFICATIONS:**

- Be a committed follower of Jesus Christ, seeking to know, love, and serve God
- Agree to align with Lakeside's purpose, vision, and journey including the theology and traditions of the United Methodist Church as well as the expectations detailed in our staff covenant and handbook
- Strong organizational abilities, punctuality, and attention to detail
- Proficiency using Windows, QuickBooks and Microsoft Office/Excel a must
- Training and experience in bookkeeping or accounting a must
- Experience in nonprofit accounting a plus

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**PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- Maintain church and school financial accounting records weekly
- Produce weekly giving and weekly designated fund reports for the staff and lay leadership of the church and school
- Produce monthly profit and loss and budget verses actual reports for the Pastor, the Finance Team Chairperson, and the Leadership Team
- Provide other reports as requested by the Pastor or Finance Team Chairperson
- Work with the Counting Team to account for the weekly offering
- Work with Truist on managing the payroll of the church and school
- Reconcile all church and school accounts with statements from financial institutions
- Follow and enforce all financial management policies approved by the Finance and Leadership Teams of Lakeside UMC
- Ensure timely payment of all bills
- Ensure all check requests are prepared for signing by Friday mornings
- Keep detailed records of all financial transactions according to requirements of law and church policy
- Ensure filing of all tax information appropriate for an employing institution (i.e. w-2's)

- Alert Pastor and Finance Team Chairperson as to any figures that seem unusual
- Maintain and submit an accurate time sheet of all hours worked

**HOURS:** Position is part-time and will require approximately 10-12 hours per week. Not to exceed 12 hours per week. Times negotiable with Pastor according to the deadline needs of Lakeside UMC.

**PAY AND NON-BENEFITS:** Compensation to be determined by the Staff-Parish Team. No benefits are available for this part-time position (ex. pension, insurance, vacation). However, this position is eligible for a decreased tuition rate for Lakeside UMC Preschool.

**REVIEW:** Following a three-month probationary evaluation period, there will be an annual review of the effectiveness of the employee's performance and an annual review of the structure of the position.

**SUPERVISION:** Reports directly to the Pastor and interfaces regularly with the Finance Team Chairperson and Financial Secretary. The Staff-Parish Team participates in evaluation, support, and hiring/firing decisions.

**TO APPLY:** Please submit a cover letter and resume to the Lakeside UMC office. You may email materials to [hello@lakesideumc.net](mailto:hello@lakesideumc.net) with the job title in the subject line. PDF or Microsoft Word file formats are preferred. You may also bring materials to our office during office hours: Monday through Friday 8:30 a.m. - 3:30 p.m.

**Have questions?** You can email [hello@lakesideumc.net](mailto:hello@lakesideumc.net) or call the office at 407-330-6560.