

Finance Administrator Role

Aldersgate United Methodist Church is looking for a Finance Administrator to organize our church's day-to-day accounting activities. With two campuses in the Great Lakes Bay Area, we are looking for a detail oriented and motivated individual to be a member of our team. This will be a part-time position averaging 8-10 hours per week, working with our staff and various work areas.

Finance Administrator responsibilities include maintaining records for all transactions, preparing financial reports and processing disbursements. If you have a background in finance and knowledge of bookkeeping activities, we would like to meet you.

Responsibilities include:

- Accounting/bookkeeping activities for the church
- Review and prepare disbursements
- Financial statement and report preparation – including the preparation of weekly, monthly, and annual reporting
- Reconcile bank statements
- Reconcile other accounts – including credit card posting/reconciliation
- Maintain general ledger
- 1099 reporting
- Assist in the preparation of budgets
- Oversight of the policy and execution of expense assignment and approval
- Working with staff members and work area chairs to ensure proper expense documentation, financial tracking of expenses and larger projects, and budget management

Requirements:

- Hands-on experience with accounting software, preferably QuickBooks
- Advanced knowledge of MS Excel (creating spreadsheets and charts and using financial Excel functions)
- Good understanding of bookkeeping procedures
- Confidentiality
- Successful background check