

Unitarian Universalist Church of Bloomington, Indiana

Position Announcement

Position: Bookkeeper

Hours & Rate: 5-6 hours/week on average, some additional hours required for quarterly and year-end responsibilities, totaling around 338 hours annually. Rate negotiable, \$15 - \$20 per hour, conforming to Unitarian Universalist Association Fair Compensation guidelines.

This position is not benefit-eligible.

Schedule: Flexible, however, ideal candidate will be in the office on the same days of the week, most weeks.

Summary: Reporting to the Church Administrator, the bookkeeper performs all basic financial bookkeeping functions for the church, including contribution records in both electronic and hard copy formats. The bookkeeper performs a variety of weekly, monthly, quarterly and annual tasks in recording and reporting the financial activity of the church.

Works with: Ministers, church staff, church members, vendors.

Qualifications: High School diploma required; Bachelors degree preferred. Additional certifications: accounting courses and certifications. Minimum two years' relevant experience, with preference given for experience in the not-for-profit sector. Demonstrable experience using QuickBooks, Google Drive, and Microsoft programs.

Must be able to work efficiently and cheerfully under deadline pressure as a key member of a hard-working team. The ideal candidate will possess outstanding interpersonal communication skills in order to work effectively with ministers, staff colleagues, vendors, volunteers, and the diverse membership of a large, democratically governed church.

Initial employment is conditional, pending a criminal background check.

Typical Duties Include, but are not limited to:

Weekly: Payables (check preparation, vendor list maintenance, fund transfers); Contributions (data entry for current operating revenue and endowment fund contributions); Payroll (semi-monthly, with payroll service); Journal entries; Filing.

Monthly: Bank reconciliation; Month-end general ledger entries; Monthly statements and reports for Individual accounts; Calculate pension contributions.

Quarterly: Prepare contribution statements for mailing.

Annually: Prepare and mail charitable contributions tax report; Year-end close; New year startup (FY starts July 1); 1099 Statements; Meet with Audit Committee.

As needed: Initiate endowment payables; other duties as required. **Leadership:** Assists in monitoring budget and helps staff and volunteers understand condition of accounts under their supervision.

About the Unitarian Universalist Church of Bloomington:

A member of the Unitarian Universalist Association of Congregations,

- we celebrate life
- we nurture one another
- we welcome all
- we care for the earth and
- we work for the common good.

Our Vision is

Seeking the Spirit, Building Community, Changing the World.

To Apply: Send letter of interest and résumé with professional references via e-mail to admin@uubloomington.org

NO PHONE CALLS, PLEASE.

Application Deadline: January 31, or until filled.

Start Date: as early as January 2016

Posted: January 2016