

Job Description

Office Manager/Bookkeeper

Position Status

Non-exempt, hourly; 30 hours/week

Schedule

5-hour shifts, Tuesday-Friday in office minimum; remainder can be remote work

Compensation

\$28/hour; with full benefits

Key responsibilities

Office management:

- Monitor and manage voicemail, office email, postal mail
- Provide administrative assistance to the pastors
- Greet people visiting the office, field their questions and/or direct them to appropriate staff
- Maintain communication with other staff
- Monitor and order office supplies
- Manage office and building calendars, including schedules of non-parish activities (Alcoholics Anonymous, Boy Scouts, Girl Scouts, musical concerts)
- Create and prepare weekly worship bulletin
- Remind worship service volunteers, e.g., ushers and lectors, weekly
- Publish weekly email newsletter, monthly newsletter
- Execute periodic web updates and manage the church's social media presence
- Maintain digital and hard copy files including recording of marriages, baptisms, funerals, new members, current membership information, other congregational documents
- Manage service vendors and equipment leases
- Maintain information related to insurance coverages
- Oversee the work of the caretaker and the cleaning company
- Provide support for the weekly Sunday Dinner
- Provide support for funerals, weddings, baptisms and other special liturgies

Bookkeeping:

- Process accounts payable, including:
 - Payroll for the 15th and the last day of each month
 - Pay other expenses: invoices, expense reimbursements (blue slips), and benevolences. If a check needs to be written, secure required signatures
 - Reconcile petty cash
- Process accounts receivable:
 - a. Reconcile bank statements and enter interest

- b. Reconcile Asset and Liability Accounts, e.g., I Care, Building Fund, Sunday Dinners
- c. Record and track income from Vanco (electronic giving), BFLCCC, Memorial gifts, special gifts and Sunday Offerings
- Record all annual giving pledges and send out contribution statements in May, September and an end of year statement in January.
- Complete all quarterly and annual tax reports including 941 tax forms, Labor & Industry reports, Department of Revenue and State of Washington, Paid Family Medical Leave and Cares Act reports, W-2's for the staff and Pastors' compensation report to the ELCA (Portico), and year-end tax forms for IRS
- Report monthly credit card payments for ZOOM, Constant Contact, RISP, and Adobe
- Report hymn usage to One License
- Attend monthly Finance Committee meetings and provide committee with financial reports including month-end closing, current balances, estimated expenses and uncommon activity
- As requested, maintain current budget records to document expenses versus budget, help church leaders understand the budget and the budgeting process, update signature cards with the bank as new officers are elected, research expense issues with vendors and provide detailed information on past and present expenditures, and analyze congregation giving patterns

Skills and Qualifications:

- Knowledge of and familiarity with congregational life
- Knowledge related to finance matters, bookkeeping and financial review practices.
- Ability to maintain confidentiality in all matters including personal and financial information
- Proficient with office software (Word, Excel, QuickBooks) including Mac and PC platforms
- Proficient in oral and written communication
- Ability to relate to a variety of people
- Flexibility, problem-solving skills and sense of humor
- Three to five years office management experience, working with the public desired

To apply, email a cover letter, resume and contact information for two references to office@bflcs.org.