



Position— Church Bookkeeper & Admin Support Team Member

Rate: Part time (17 hours)

Mon— 2-4 hours | **Wed-Fri in Office —** 9am- 3pm

Description

This role will serve and support the ministry and mission of North Church in the following areas:

1. Bookkeeping & HR

- Manages all processes related to offering intake and accounting.
- Manages all processes related to quarterly and year-end giving statements.
- Serves as the primary database administrator for Quickbooks.
- Serves as congregational liaison for IRS charitable gift reporting.
- Assists Lead Pastor, Elders & Finance Team with necessary financial data for annual budget planning, monthly reporting, campaign support, etc.
- Processes invoices and accounts receivables.
- Manages HR on-boarding and off-boarding for employees and subcontractors.
- Manages HR vendor relationships alongside Finance Team.

2. Office Operations

- Partners with Dir of Connection, serving as the “front door” for NC —email, phone, & office gatekeeper.
- Manages Staff/Church Calendar (office calendar board & Outlook)
- Manages inventory of office supplies and general office needs.
- Manages all support requests to office vendors including office machines, utilities, internet, etc.
- Coordinates with Dir of Connection to identify and train office volunteers.

3. Communication

- Manages Weekly Church eNews, Sunday Bulletin and Website calendar alongside Communications Direction.
- Primary Database Administrator for CCB (Church Community Builder).

4. Lead Pastor Support

- Exercises a high degree of confidentiality and discernment in handling of all congregation matters including but not limited to—scheduling appointments, financial information, other personal knowledge gained.
- Manages calendar and details for weddings, premarital counseling, or other as needed.
- Assists with research for message prep and material, special events, etc.
- Manages communication between Elder and Finance team, meeting schedules, and detail.

5. Other administrative duties as assigned.

Accountability

- Reports to the Lead Pastor, but will also be accountable to and responsible for supporting the Finance Team and Elder Board.

Office Hours

- Monday-Wednesday-Friday with the remaining hours worked via telecommuting.

Education

- Business degree or commensurate experience in bookkeeping/accounting.

Required Skills

- Highly proficient with today's technology, including Microsoft Office and bookkeeping software (i.e. Quickbooks).
- Demonstrates the highest degree of confidentiality, transparency, and accountability regarding financial information.
- Desires to grow in position—always improving and innovating.
- Embraces North Church's value of equipping and empowering volunteers.
- Posses a growing relationship with Jesus Christ and a desire toward biblical living.
- Agrees with our Staff Covenant for Christ-like living in community.

About Us

North Church is a fun, active, and growing church who exists to “meet people wherever they are and grow in Christ together.” Through its ministry, lives are being transformed here in Central Ohio but also places like Appalachia, El Salvador and South Africa as we live out the Great Commission. If you've always dreamed of being a part of a passionate, tight knit, hard-working team where everyone's story matters, North Church might be the place for you to call home!

To find out more about us, visit us on Instagram, Facebook, or at www.northchurch.life

Please send a copy of your resume to careers@northchurch.life