

Grace United Methodist Church Naperville

Position: Bookkeeper

Reports to: Business Facilities Operations Manager & Church

Treasurer

Status: Part-time 20 hours/week

Hours: Monday to Friday, onsite



Grace United Methodist Church seeks a detailed-oriented, experienced Bookkeeper to serve part-time in helping to support our ministries. The Mission of Grace is forming disciples of Jesus who further the Kingdom of God. Grace Church dedicates itself to a ministry of Christ-like hospitality and compassion and believes all persons are of sacred worth.

MINIMUM QUALIFICATIONS

- Bachelor's or Associate's degree in Accounting required
- Minimum 3 years experience in nonprofit fund accounting preferred

RESPONSIBILITIES

- Recording day-to-day financial transactions of the church
- Reconciling bank and credit card accounts at the end of each month.
- Monitoring financial transactions and reports
- Creating and processing accounts payable
- Processing and writing checks and electronic payments
- Maintaining a general ledger
- Reconciling financial reporting General ledger and Community Church Builder/Push Pay
- Handling and preparing bi-weekly payroll using outside payroll processor
- Maintain records of pledges and giving including preparation of quarterly statements and researching contribution questions for members
- Assist in the preparation of annual budgets for ministries and overall church
- Providing leadership with financial reports as needed

SKILLS REQUIRED

- Confidentiality
- Detail oriented and thorough with exceptional organizational skills
- Excellent communication skills and interpersonal skills
- Customer service skills

- Ability to meet deadlines and to work independently
- Payroll accounting skills
- Ability to review and understand financial reports
- Ability to prioritize projects
- Excellent data entry skills
- Proficient with Microsoft Office products (Outlook, Word, Excel, Power Point), Google Workspace, and Adobe software
- Proficient with church accounting software such as Church Windows, Church Community Builder, or Aplos
- Using discretion when working and making decisions on behalf of the church
- Is committed to and respectful of those dedicated to doing God's work

To apply, please send a resume and cover letter to communications@peopleofgrace.org. No phone calls, please.