

Park Avenue United Methodist Church

Our Mission: To make disciples for Jesus Christ for the transformation of the world.

Our Vision: We will be a vibrantly Christ-centered, multiracial, multi-ethnic, inter-generational instrument of transformation, actively engaged with our urban neighborhood and our world.

Title: Bookkeeper & HR Specialist

Position Classification: Part-time (20 hours per week)

Purpose: This position performs bookkeeping tasks and manages HR processes and documentation for Park Avenue United Methodist Church.

Principal Responsibilities:

Bookkeeping

- Responsible for monitoring cash flow and ensuring cash balances are available to cover payment of invoices and payroll
- Responsible for accounts payable, receivable, bank reconciliations; ensure payments are made in a timely fashion and accurately recorded
- Prepare monthly financial reports for dissemination to the Finance Committee and the Leadership Board
- Serve ex-officio on the Finance Committee
- Make recommendations to Finance Team regarding church financial policies.
- Enforce policies set by Finance Team.
- Lead annual budgeting process and prepare a draft budget for Finance Committee review
- Prepare reports and narrative for the annual report and meeting
- Communicate with Committees regarding their budgets and expenditures, providing reports when requested
- Serve as a resource for finance-related questions and issues
- Ensure proper financial controls and separation of duties are accomplished
- Partner with the Financial Secretary regarding revenue.

HR

- Oversee payroll and coordinate with the payroll contractor, ensuring timely and accurate payroll, tax deposits; quarterly tax returns; annual Forms W-2 and 1099
- Collect and track staff time sheets and vacation/FMLA/sick leave
- Serve as the contact for all insurance renewals and changes including liability and workers' compensation insurance, in coordination with the Leadership Board's Staff-Parish Relations (SPRC) Lead
- Act as a primary resource to staff regarding benefits. Be familiar with content and application of employee handbook. Serve as staff liaison to SPRC/Leadership Board for handbook changes
- Primary contact between SPRC/Leadership Board and staff to manage posting of job openings and new hire setup/onboarding.
- Maintain personnel files
- Serve as a resource person to the Leadership Board's SPRC Lead
- Lead annual job performance review process (ensure the process happens)
- Attend staff meetings

General

- Assist with office presence, such as answering phone and doors
- Assist with office projects as time allows
- Other duties as assigned

CORE COMPETENCIES FOR ALL STAFF OF PARK AVENUE UNITED METHODIST CHURCH

- **Radical Hospitality** demonstrated by graciously inviting, welcoming, and caring for others—especially those who are strangers
- **Building Relationships** with other staff, PAUMC laity, and our neighbors
- **Integrity & Trust** is engendered; takes responsibility and meets commitments
- **Creativity & Flexibility** to make new recommendations, to continuously improve existing ministry, seeking outside suggestions and to regularly pursue learning and professional development
- **Supports Vision & Mission** of PAUMC and can be counted on to meet or exceed ministry program goals

Qualifications:

Spiritual (Required):

- Demonstrated Christian faith commitment
- The successful candidate must be in agreement with the standards, theology, and policies of Park Avenue United Methodist Church

Education and Experience

- An Associate's degree in accounting or business, or commensurate job experience.
- Understanding of generally accepted accounting principles
- Quick Books experience preferred
- Ability to create and interpret financial statements using Microsoft Excel
- Attention to detail and precision
- Ability to establish, evaluate and document procedures
- Commitment to good interpersonal relationships, teamwork and support of church ministries
- Commitment to confidentiality regarding all account records, both of the church and staff, and the members

ADDITIONAL INFORMATION

- Candidate must pass a background check.
- Mandatory attendance at monthly evening Finance Team meetings.
- Work is primarily in the office, but the possibility of some remote work is negotiable.

Reports to: Pastor Gregg Taylor

Compensation: \$25/hour

Benefits: Vacation, sick/safe leave, paid holidays

Send letter of interest, resume and two references to:

Carla Urban, PAUMC SPRC Lead, cjurban@gmail.com