

Job Title: Bookkeeper/Church Office Administrator

Reports to: Pastor & Finance Chair

Position Status: Part-Time (12 hours per week)

Compensation: \$22 per hour

Job Summary

Montgomery United Methodist Church (MUMC) seeks a reliable, organized, and detail-oriented Church Office Administrator to provide administrative and financial support for the life and ministries of our congregation. This role blends essential office responsibilities—such as managing communication, supporting worship preparation, and maintaining church records—with the accurate and confidential handling of the church's financial operations.

The ideal candidate will warmly represent the church, maintain professionalism, and support the mission and ministry of MUMC with integrity and compassion.

Key Responsibilities

1. Administrative & Office Management

- Serve as the welcoming presence of the church office, greeting visitors and answering phone calls with warmth and professionalism.
 - Maintain regular office hours and ensure a well-organized, clean, and hospitable workspace.
 - Assist the pastor and church leadership with scheduling, correspondence, document preparation, and general office tasks.
 - Prepare, print, and fold, weekly worship bulletins, inserts, and other service materials.
 - Maintain orderly and well-stocked office and worship supplies, including envelopes, paper goods, toner, and liturgical materials.
 - Sort, distribute, and respond to incoming mail; handle outgoing mail and deliveries.
 - Update and maintain church calendars, contact lists, membership records, and filing systems (digital and physical).
 - Provide administrative support for special events, building rentals, funerals, weddings, and seasonal ministry needs.
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2. Financial Management

- Maintain accurate and up-to-date financial records using QuickBooks.
- Process payroll through ADP and ensure timely filing of taxes and payroll reports (W-2s, 1099s, etc.).

- Prepare and submit all required federal, state, and local tax forms.
 - Manage accounts payable and receivable, including payments to the conference and vendors.
 - Assist in generating monthly, quarterly, and annual financial reports for the Finance Committee and Church Council.
 - Assist in preparing the annual budget, forecasts, and year-end financial documentation.
 - Ensure compliance with church financial policies and the standards of the United Methodist Church.
 - Uphold the highest standards of confidentiality and stewardship in all financial matters.
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Qualifications & Skills

- Proven experience as a bookkeeper and/or administrative assistant, preferably in a church or nonprofit setting.
 - Expert-level proficiency in QuickBooks.
 - Strong understanding of payroll systems (ADP preferred) and tax regulations.
 - Excellent organizational, interpersonal, and communication skills.
 - Ability to work independently, prioritize tasks, and maintain a calm, friendly demeanor.
 - Familiarity with Microsoft Office, Google Workspace, and basic office equipment.
 - Commitment to confidentiality, integrity, and professionalism.
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Education & Experience

- Associate or Bachelor's degree in Accounting, Finance, Business Administration, or a related field preferred.
 - Minimum 3–5 years of bookkeeping experience preferred.
 - Experience in a faith-based or nonprofit organization preferred.
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Personal Attributes

- Approaches administrative and financial work as a ministry of hospitality and trust.
- Shows humility, compassion, and a heart to serve the congregation and wider community.
- Demonstrates reliability, emotional steadiness, and grace—especially during busy church seasons.
- Values accuracy, transparency, and ethical stewardship.
- Commitment to the mission and values of Montgomery UMC: welcoming, creative, inclusive, and rooted in Christ's love.

Dear Applicant,

Thank you so much for your interest in the Bookkeeper/Office Administrator position. Kindly send your resume and any questions you might have to our Staff/Parish Relations Chair, Marjorie Samuels, at maromich1@yahoo.com

While we are mostly volunteers, we will do our best to communicate with you in a timely fashion and deeply appreciate your patience during this process.

Montgomery United Methodist Church is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and applicants. We do not discriminate on the basis of race, color, religion, age, sex, national origin, marital status, sexual orientation, gender identity or expression, disability, or any other characteristic protected by law. All qualified candidates are encouraged to apply.

Best,
Pastor Jessica Campbell