

Beulah UMC Financial Administrative Assistant Job Posting

Beulah United Methodist Church in North Chesterfield, VA is a medium-sized, active, mission oriented church that is seeking a part-time Financial Administrative Assistant (18 hours per week). Salary is \$18-\$20 per hour, depending on experience. Working under the direction of the Senior Pastor, this person will perform and coordinate the financial administrative and communication functions for the church and will be accountable to the pastor and Staff Parish Relations Committee.

Responsibilities include:

- Processing the church's payroll and bill coding
- Generating monthly, quarterly, and year-end tax reports
- Filing W-2 and 1099 tax forms
- Invoice payments
- Coordinating the receipt of weekly offerings

Requirements include:

- Past financial or bookkeeping experience
- Proficiency with QuickBooks
- Flexibility
- Excellent communication and organizational skills
- Ability to multi-task
- Being a team player and self-starter
- Willingness to learn any tasks necessary to perform the duties of this position.

Qualified applicants should send a cover letter, resume, and 3 references to: Beulah United Methodist Church, Attn: Pastor Donald Gibson, P.O. Box 37098, North Chesterfield, VA 23234. FAX to (804)269-0670 or email to don@beulahumc.org. You may also submit through our website at www.beulahumc.org/staff/employment. Please reply by January 7, 2022.