

Part-Time Bookkeeper (10–20 Hours/Week)

Reports to: Church Treasurer

Location: Faith United Methodist Church, 22045 CR 18, Goshen, IN

About the Role

Faith United Methodist Church is seeking a reliable and detail-oriented **Part-Time Bookkeeper** to support the financial operations of our congregation and our separate Early Learning Center. This role focuses on **accurate data entry, timely payroll processing, and strong fiscal controls** that help steward the church's resources with integrity. The ideal candidate is organized, trustworthy, and comfortable working independently in a small-office environment.

Key Responsibilities

Data Entry & Recordkeeping

- Enter contributions, invoices, deposits, and expenses with accuracy and consistency
- Maintain organized digital and physical financial records
- Reconcile bank accounts and credit card statements
- Prepare routine financial summaries for the Treasurer and Finance Committee

Payroll Processing

- Process payroll for church and Learning Center staff on a regular schedule
- Verify hours, pay rates, deductions, and benefits
- Maintain payroll files in compliance with state and federal requirements
- Coordinate with the Treasurer and Pastor regarding staff changes or updates

Fiscal Controls & Compliance

- Support internal controls to ensure responsible stewardship of church funds
- Monitor spending and coding accuracy across ministries and accounts
- Assist with monthly and year-end closing procedures
- Prepare documentation for audits or financial reviews
- Identify discrepancies and communicate concerns promptly to the Treasurer

Qualifications

- Experience in bookkeeping, accounting support, or financial administration
- Familiarity with accounting software (QuickBooks, Church Windows, or similar)
- Strong data entry skills and attention to detail
- Understanding of payroll systems and basic wage/labor compliance
- Ability to maintain confidentiality and handle sensitive information with discretion

Preferred Experience

- Prior work in a church or nonprofit setting
- Knowledge of fund accounting
- Comfort working with volunteers, committees, and ministry leaders

Schedule & Compensation

- **10–20 hours per week**, with some flexibility in scheduling
- Compensation commensurate with experience
- Work may include a combination of on-site and remote tasks, depending on church policy

How to Apply

Please submit your resume and a brief cover letter to **PastorJohnNyota@faithumc.com**. Applications will be reviewed as they are received.