



Assistant Church Accountant – Part Time
Advent United Methodist Church, Simpsonville, SC

Advent United Methodist Church is a vibrant, growing church in the Five Forks area of Greenville, South Carolina. We are committed to the mission of making disciples of Jesus Christ for the transformation of the world. We are seeking a part-time Assistant Church Accountant to work with the ministries of Advent UMC. This position will work under the direction of and reports to the Advent Church Accountant.

Key Job Qualifications include:

- a) College degree or similar experience is preferred.
- b) Strong interpersonal and professional skills.
- c) Knowledge and experience of working in a Christian environment is preferred.
- d) Values consistent with the mission and principles of Advent United Methodist Church.
- e) Ethical and confidential in handling sensitive church financial information.

Core Competencies

- a) Competent in Word, Excel, Outlook and Power Point.
- b) Knowledge of ACS software desirable.
- c) Solid budgeting and accounting skills.
- d) Experience and training in computer systems, hardware and software.
- e) General ledger expertise.

Duties of Position:

Financial Administration - uses accounting skills to provide sound and accurate financial management. Keeps confidential records of giving and provides quarterly reporting of such to contributors.

- a) Provides accurate accounting of all financial transactions including receipts, deposits and disbursements.
- b) Involved with cash management process, ensuring proper financial controls.
- c) Prepares financial reports and analyses as requested or as necessary.
- d) Supports the purchasing process.
- e) Pays invoices and reimbursements, maintaining an accurate and organized system of such records.
- f) Reconciles bank statements.

Giving Development – assists Finance and Stewardship committees in their work of teaching stewardship principles found in the Bible and assisting to make possible responsible expenditures that will further the ministry of Jesus Christ.

- a) Maintains timely entry of pledges and pledge contributions.
- b) Obtains audits as requested by the Finance Committee and Church Accountant.
- c) Works with Finance Committee and leadership in developing the annual budget and reporting variances, etc.

How to Apply:

Please send a resume and cover letter to:
Paul Shaw, Search Committee Chair
accounting@advent-umc.org.