

Church Administrator / Bookkeeper*

Part –Time: approximately 30 hours/week

Pay: Independent Contract, \$550/week

Reports to: Executive Pastor

Supports: Lead Pastor, Executive Pastor

Experience: 3+ years in administration / bookkeeping; experience in a multiethnic ministry setting

Desired Education: Bachelor's or higher degree from an accredited institution preferred

Required Characteristics: Demonstrating a lifestyle of consistent faith and obedience to the Lord in personal life and ministry, with spiritual maturity and integrity

Required Qualities: Friendly, welcoming, organized, detail oriented, and able to work in a collaborative team environment. Flexible, and able to love and serve people from different cultural backgrounds. Must also have a cheerful disposition and a servant's heart, with the willingness to seek creative solutions as needed.

Skills: Excellent verbal and written communications skills, proficiency with Google Apps, Quickbooks, Microsoft Word, Excel, and Powerpoint

Responsibilities

Administration (10-15 hours per week):

- Respond to general Church inquiries, calls, emails and visits, as first point of contact
- Administrative assistance primarily to Lead and Executive Pastor and occasionally to staff and ministry leaders
- Oversee church communications including weekly email
- Prepare agendas and take minutes at staff meetings
- Oversee general maintenance and purchasing of all supplies and equipment for the facility
- Coordinate and schedule building use for church activities and community events
- Acquire city permits when required for special events
- Create, update and maintain Church calendar, schedule ministry meetings as necessary
- Oversee volunteer Sunday count team to track Church attendance and giving
- Oversee maintenance of Church records and data bases
- Other administrative tasks as assigned

Bookkeeping (10-15 hours per week):

- Oversee entry and maintenance of attendance and giving records, providing donors yearly tax-deduction receipts
- Complete weekly postings of journal entries to the General Ledger of QuickBooks
- Reconcile bank statements with Quickbooks
- Review and approve weekly payroll direct deposit payments
- Organize billing/invoices and issue payments to vendors and contractors weekly
- Prepare monthly financial statements for pastors and leadership team
- Provide monthly budget / spending updates to all ministry department leaders
- Manage all aspects of corporate credit card usage and receipt tracking
- Complete all required annual tax filings
- Manage employee benefits portfolio
- Other financial tasks as assigned

*Note: Possibility exists for this position to be split evenly between two people, the Administrator & the Bookkeeper respectively

Newsong LA

Newsong LA's one word vision is reconciliation. The Newsong family started in Irvine, California, and is part of the Evangelical Covenant. Seeking to reach people at the fringes of society from across racial and socioeconomic strata, in 2003 a Los Angeles site was birthed from the Newsong family. Newsong LA is an intentionally diverse community being reconciled to God and one another to love, learn and serve in any context for the cause of Christ. The congregation has a multicultural core, consisting of young families and singles.

www.Newsongla.net