

# Webster Groves Christian Church

## Job Description

**Position:** Bookkeeper / Administrator – Part Time

**Employment Status:** Non-Exempt

**Supervisor:** Jeff Moore, Pastor

**Location:** Webster Groves Christian Church (Disciples of Christ) 308 Summit 63119  
(possibility for some remote work)

The Bookkeeper / Administrator will work 20 hours per week. Primary duties will be bookkeeping and administrative work.

### **Essential Tasks, Duties and Responsibilities:**

#### Bookkeeping:

Manage full-cycle bookkeeping responsibilities, including:

Payables

Payroll

Data entry

Preparing monthly, quarterly, and annual financial reports, including individual giving reports

All government-required reporting

Bank and Investment reconciliations

Communication with banking and investment institutions

Responding to member giving questions and concerns

Work with Pastor and committees to prepare annual congregational budget

Other bookkeeping duties as requested and assigned by Pastor

#### Administrative:

Welcome members and guests who use the facility while Administrator is on duty

Maintain congregational records

Update and maintain wgcc.org website and Facebook account

Prepare and distribute Weekly Update, and coordinate with Witness monthly newsletter editor

Recruit, schedule, and communicate with worship leaders

Prepare worship documents for Sunday and online distribution

Answer and respond to telephone, email, and in person calls, messages, and inquiries

Other duties as requested and assigned by Pastor

**Position Requirements:**

- Comprehensive bookkeeping knowledge and experience
- Work experience including administrative and bookkeeping functions
- Facility with word processing, website, accounting, and spreadsheet software and apps.

Webster Groves Christian Church (WGCC) is an open and affirming congregation of the Christian Church (Disciples of Christ).

We are an EEO employer, basing our employment decisions without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, genetic information, veteran status or any other personal characteristics protected by federal, state or local law.

For more information and/or to apply, contact the church at (314) 961-3232.