



MANHEIM BIC CHURCH

## MBIC Accounts Payable and Payroll (PT)

Ministry Description, Rev. 11/2024

**Position Title:** MBIC Accounts Payable & Payroll

**Job Summary:** The MBIC Accounts Payable & Payroll position serves the mission of MBIC by handling church finances with integrity and wise stewardship. This person provides financial organization for our church while working closely with the Executive Pastor, Treasurer, and Finance Team.

**Job Status:** Part-time, Hourly wage. Up to 20 hours per week. Partial remote work available. Schedule determined by supervisor.

### **Responsibilities:**

1. Payroll
  - a. Oversee Payroll for all MBIC Employees, including payroll taxes (federal, state, and local) and workman's compensation.
  - b. Submit quarterly Health Savings Account deposits
  - c. Process monthly pension payments.
  - d. Assist the executive pastor with new employee financial orientation (payroll & reimbursement process).
  - e. Assist new employees with w-4 & direct deposit setup.
2. Financial Reports
  - a. Produce monthly financial reports for the leadership board and budget managers.
  - b. Provide weekly giving numbers for the church bulletin
  - c. Produce year-end reports, including donor statements, W-2s for all employees, financial reports for the Church Council, and a yearly financial report for the BIC denomination office
3. Invoices, Receipts, and Payments
  - a. Organize and pay invoices promptly.
  - b. Maintain and organize vendor files.
  - c. Process monthly credit card statements for staff and reconcile submitted receipts.
  - d. Process reimbursements submitted by staff and volunteers.
  - e. Process receipts in the accounting journal and deposit them at the bank
  - f. Process monthly BIC Common Ministries payments and quarterly missionary support payments
4. Assist the Preschool with budget updates and reports.
5. Donations and Giver Relations
  - a. Help donors with questions related to giving, donation receipts, and year-end statements.
  - b. Oversee the offering envelope system and assign envelope numbers to new givers.
  - c. Maintain good relationships and support to donors, banks, and private loan holders.

**Key Competencies:**

1. Education: Undergraduate degree preferred (or equivalent professional experience)
2. Experience: 1-2 years of proven experience in an equivalent professional graphic design or communication position.
3. Portfolio: A portfolio may be provided to demonstrate relevant abilities and experience.

**Qualifications and Requirements:****1. Spiritual**

- a. Have a growing relationship with Jesus Christ.
- b. Live a lifestyle that reflects Biblical standards consistent with those outlined in the BIC Manual of Doctrine and Governance.
- c. Be an active attender or member of MBIC or willing to join the church.
- d. Believe that the Holy Spirit is active in our world today.

**2. Technical**

- a. Competence in Excel
- b. Demonstrable experience with QuickBooks or QuickBooks Online.
- c. Able to learn new computer systems and services.
- d. Prefer experience working with Planning Center Online (PCO) and Stripe.

**3. Professional**

- a. Demonstrates integrity, trustworthiness, honesty, and the ability to maintain appropriate confidentiality.
- b. Capable of engaging effectively in a team environment with staff and volunteers.
- c. Strong organizational skills for planning and managing deadlines.
- d. Flexibility, resourcefulness, and a willingness to serve within a dynamic church environment.

**Reporting Relationships:**

- This position is supervised as administrative staff by the Executive Pastor and reports directly to them.

**Compensation:**

- This position is a part-time hourly role. Payment is made every two weeks by direct deposit. The wage rate is reviewed annually.