

## Part-time Financial Manger

Written by GBP Staff

Friday, 24 April 2015 11:51 - Last Updated Friday, 24 April 2015 11:59

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GREEN BAY - A Part-time Financial Manger is needed to provide financial/accounting/bookkeeping and limited office support functions for St Paul's United Methodist Church 341 Wilson Ave. Green Bay; 11 to 15 hours per week.

### Qualifications:

Minimum Associate Degree in accounting and one to two years of experience in double entry accounting systems.

Experience with Word, Excel, Outlook with knowledge of cash basis and non-profit accounting.

### Essential Functions:

Work with money counters to balance and deposit contributions.

Maintain accurate records of account balances.

Process bills and payables for the Church.

Prepared annual budgets.

Prepare monthly financial statements.

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Maintain communication with appropriate staff and volunteers.

Process payroll and related reports.

Other duties detailed in the position description.

For further information email Paul Kendle at [kendp40yr@gmail.com](mailto:kendp40yr@gmail.com) or Rev Diane Rew at [drrew09@gmail.com](mailto:drrew09@gmail.com)

or visit our website at

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