

Ohio Mennonite Conference (OMC)
Bookkeeper Job Description

Reports to: Conference Minister
Status: 0.25 FTE, non-exempt

Effective: 6/1/2024

Gather, Equip and Send our congregations by the power of the Holy Spirit to
live out God's Greatest Commandments and Jesus' Great Commission.

Ohio Mennonite Conference mission statement

Job Summary

With a belief in Christ's transforming power for all people and a desire to contribute to the Conference's ability to successfully achieve its mission, the Financial Coordinator maintains financial records for the Conference, enabling conference leaders to make wise decisions with complete and up-to-date information about the Conference's finances.

Essential Functions

- Maintain Ohio Conference general ledger account bookkeeping system of all accounts.
- Receive and receipt income to the Conference.
- Receive and appropriately process all receipts.
- Ensure prompt payment of Ohio Conference obligations. Check for approval on expenses that are not properly authorized.
- Administer payroll.
- Prepare monthly financial reports, as requested by the Stewardship Chair, Conference Minister, or Leadership Council.
- Complete and file all required tax payments and reports.
- Retain necessary files of invoices, payables and other Conference financial transactions.
- Track development work with Conference Minister and Stewardship Committee.

Minimum Qualifications

- Personal Christian faith and active in a local congregation.
- Proficient with bookkeeping software such as QuickBooks, and willing to learn.
- Experience with bookkeeping principles

Competencies

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, and values of Ohio Mennonite Conference; consistently behaves in a manner congruent with the mission, vision and values.
- **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; concentrates his/her efforts on the most important priorities.
- **Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; seeks to develop needed additional skills.

- **Interpersonal Skills:** Works well with people at all levels of the organization; considers the impact of his/her actions on others; is approachable; avoids communication triangles.
- **Intercultural Competence:** aware of power and privilege dynamics; a growing capacity to celebrate cultural diversity
- **Confidentiality:** Sensitive to and able to handle sensitive information so that confidentiality is honored.

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