

324 Harvard Street SE, Minneapolis, MN 55414

612-605-8010 <https://lcmtc.org>

July 2023

Title: Bookkeeper

Reports to: Campus Pastor

Status: Part-Time, approximately 10-12 hours per week

FLSA: Non-Exempt

About Lutheran Campus Ministry – Twin Cities:

Lutheran Campus Ministry-Twin Cities is a ministry of the Evangelical Lutheran Church in America (ELCA), rooted in Word and Sacrament and lifts up the gifts of our ever-changing young adult community. Located in Grace University Lutheran Church on the campus of the University of Minnesota, LCM-TC welcomes, gathers, equips, and sends students, trusting that through these young adults, the Spirit is active in transforming the campus and the world. Grounded in Christ's love and mercy, we value hospitality, service, justice, integrity and curiosity. We promote the expressions, 'Be Real. Be Curious. Be Community.' We are seeking a part-time bookkeeper to work with the Pastor and staff to support the ministry's finances and reporting.

Position Summary:

The LCM – TC Bookkeeper will report to the Campus Pastor and is responsible for processing, managing and reporting the organization's finances to support the ministry.

Primary Responsibilities:

- Maintain monthly financial transactions and financial statements in QuickBooks
- Prepare accounts payable and deposits
- Reconcile monthly bank statements and investments
- Execute payroll services and submit payroll taxes
- Manage employee benefits and deductions within service provider platform
- Process new employee paperwork as required by law
- Report monthly financial statement package to the board of directors
- File quarterly payroll reports as required by state and federal guidelines
- Track grants
- Communicate and collaborate with the Pastor, staff and Board Treasurer
- Complete organization and employee tax forms as required
- Other duties as assigned

Qualifications:

- Degree in accounting/finance
- 5+ years of bookkeeping experience
 - Background with non-profit accounting and payroll preferred

- Proficient in QuickBooks and Microsoft Office

Core Competencies:

- Trustworthy, Reliable, and Ethical
- Communication and Collaboration Skills
- Efficiency and Time Management
- Attention to Detail

Compensation:

This is a part-time hourly position offering competitive compensation based on experience. It is approximately 10-12 hours per week. A majority of the work for this position will be completed on site, with a flexible schedule. Lutheran Campus Ministry – Twin Cities seek a diverse pool of candidates. People of color and LGBTQIA+ people are encouraged to apply.

Application Process:

Interested candidates should send a cover letter and resume to Pastor Kate Reuer Welton at kate@umnlutheran.org. Review of applications will begin July 31, 2023 and will remain open until the position is filled.

Lutheran Campus Ministry – Twin Cities is an equal opportunity employer and prohibits discrimination based on race, color, sex, age, national origin, disability, genetic information, sexual orientation, gender identity or any other consideration made unlawful by applicable law.