

Grace University Lutheran Church and Lutheran Campus Ministry - Twin Cities (LCM-TC) are ELCA faith communities that operate out of the same building and share some office space. The organizations are seeking a shared, part-time bookkeeper to support the financial operations of both ministries. In-person bookkeeper tasks take place in the same location, but as they are two separate organizations there are two separate job descriptions. The interview process will be combined. Pay will be the same rate for both. LCM's bookkeeper position averages 10-12 hours per week; Grace's averages 5-6 hours per week. Please see full job descriptions for details.

Please submit a cover letter, resume and a list of references to: Pastor Amber Ingalsbe, Grace University Lutheran Church: pastoramber@graceattheu.org



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). LCM-TC centers the unconditional love of God and is marked by curiosity, integrity, and a commitment to creating belonging for one another and for our neighbors. Located in Grace University Lutheran Church on the campus of the University of Minnesota-Twin Cities, 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. 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
- Track grants
- Report monthly financial statement package to the board of directors
- Execute payroll services and submit payroll taxes
- File quarterly payroll reports as required by state and federal guidelines
- Manage employee benefits and deductions within service provider platform
- Process new employee paperwork as required by law
- Complete organization and employee tax forms as required

- Communicate and collaborate with the Pastor, staff and Board Treasurer
- Performs other duties as assigned, including but not limited to fund transfers, insurance, and compliance requirements.

Qualifications:

- 5+ years of bookkeeping experience
- Background with church and/or 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 off-site, with a flexible schedule and occasional in-person meetings. Lutheran Campus Ministry – Twin Cities seeks a diverse pool of candidates. People of color and LGBTQIA+ people are encouraged to apply.

Application Process:

Interested candidates should send a cover letter, resume and a list of references to Pastor Amber Ingalsbe at pastoramber@graceattheu.org. Review of applications will begin **November 11, 2026**.

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.



Title: Bookkeeper

Reports to: Co-Pastors

Status: Part-Time, approximately 20-25 hours per month

FLSA: Non-Exempt

About Grace University Lutheran Church:

Grace University Lutheran Church is a multigenerational spiritual community located amidst the University of Minnesota campus in Minneapolis (no direct U of M affiliation). We are a ministry

of the Evangelical Lutheran Church in America (ELCA). This position offers an opportunity to make a meaningful contribution to the ministry of Grace church while maintaining a flexible part-time schedule. Learn more about Grace at graceattheu.org.

Position Summary:

GULC is seeking a detail-oriented bookkeeper to support the financial operations of our church. This position plays an important role in maintaining accurate financial records and helping ensure the responsible stewardship of church resources.

Primary Responsibilities:

- Processes all accounts payable (weekly) and receivable (monthly and as needed).
- Reconciles all bank accounts monthly.
- Provides regular and accurate financial reports to the church council, treasurer, staff, and committee chairs.
- Manages employee payroll; files federal and state payroll reports.
- Prepares and files forms W2 and 1099 (federal and state).
- Assists with annual budget preparation and annual stewardship drive.
- Performs other duties as assigned, related to fund transfers, insurance, and compliance requirements.

Qualifications:

- 5+ years of bookkeeping experience; background with church and/or non-profit accounting and payroll preferred.
- Proficient in accounting software, preferably QuickBooks, VANCO, and IconCMO.

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 20-25 hours per month. A majority of the work for this position will be completed on site, with a flexible schedule. Grace University Lutheran Church seeks a diverse pool of candidates. People of color and LGBTQIA+ people are encouraged to apply.

Application Process:

Interested candidates should send a cover letter, resume and a list of references to Pastor Amber Ingalsbe at pastoramber@graceattheu.org. Review of applications will begin November 11, 2026 and will remain open until the position is filled.

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