

Job Title: Bookkeeper
Reports To: Western Iowa Synod Bishop
Position Status: Part Time (15-20 hours/week) – non-exempt
Compensation: \$20-25/hour, dependent on experience

Organization:

The Western Iowa Synod of the Evangelical Lutheran Church in America (ELCA) is a geographical centered regional district of the ELCA denomination. It encompasses roughly the western 1/3 of the state of Iowa, including 41 counties, and approximately 100 congregations. Leadership of the Synod is comprised of an elected Bishop, a small employed staff, and numerous volunteers serving in elected positions of governance.

Purpose

The Bookkeeper is the main staff person overseeing financial practices for the Synod Office and Staff, and also assists with administrative tasks when present in the Synod Office. This individual will work collaboratively with other Synod Staff, elected Synod Treasurer, and will interact with Synod Congregational Representatives on financial matters.

Essential Job Function

- Accounts Payable
- Payroll, Pay Payroll taxes and Payroll Reports
- Process Reimbursements for Synod Staff
- Reconcile Bank, Checking, Savings
- Track Designated Giving, Continuing Education Funds, balances in different line-item accounts for Regular Congregational Giving
- Work as needed with Synod Treasurer on annual audit process
- Work with Synod Treasurer on end of month reports and Synod Council reports as needed
- Assist Office Administrator on anything else needed when present in the Synod Office
- Answer Phone as needed

Administrative Assistance

- Utilize Synod Informational Database to track pertinent congregational and individual information
- Preparing and distributing applicable mailings

Desired qualifications and competencies

- Microsoft Office, Google drive, and Church Management Systems highly desired
- Adaptable and flexible
- Team-oriented
- Excellent interpersonal skills
- Ability to work independently, organized, able to prioritize, and following through
- Strong communication skills
- Trustworthy and maintains confidentiality
- Some post high school education highly desired, Previous financial experience strongly preferred

To Apply

Interested applicants should submit resume/cover letter to:

Western Iowa Synod

C/O Head of Staff

1614 W. 5th Street, Suite 2

Storm Lake, Iowa 50588

Or Electronically to both:

Western Iowa Synod Bishop Scott Dalen

scott.dalen.rev@wisynod.org

Western Iowa Synod Treasurer Tiffanie Messerlie

tiffany.messerlie@wisynod.org