

Office Assistant Job Posting

The Central North District of the United Methodist Church is looking for an Office Assistant. The office is located in the Woodlands.

Responsibilities

- Administrative support to the district superintendent
- Accounting and Bookkeeping for the district using Shelby V5.0 Financials
 - Accounts payables
 - Pay all monthly bills
 - File bills after payment
 - Accounts receivables
 - Enter District Apportionments in Shelby
 - Enter payments in Shelby
 - Go to the bank to make deposits
 - Journal Entries in Shelby
 - Prepare financial reports monthly and annually
 - Entering new budgets in Shelby
 - Contact Person for Annual Audits and Reviews
 - Prepare and submit requested documentation to the auditor
 - Answer all questions of the auditing staff
- Maintain District Web page and calendar
- Answer phones
- Pick up mail and distribute
- Help prepare for meetings in the District Office
- Assist churches and district auditor with Year End Reports
- Address and mail birthday cards to clergy
- Attend Annual Conference every year to help with registration
- Process Charge Conference paperwork
- Attend Charge Conferences as needed
- Other duties as assigned

Job Requirements

The Office Assistant will work 16-20 hours per week. Must have flexibility to occasionally work beyond normal business hours and weekends as needed. Must have good people skills and administrative experience including strong MS Office skills, exceptional written and verbal communication. Prefer experience with Shelby Financials V5.0 or QuickBooks.

Please submit resumes to cndaa@txcumc.org or mail to Central North District, 6363 Research Forest Drive, The Woodlands, TX 77381 by Wednesday, July 11, 2018.