



**LCMC Texas District**  
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## Position Description Bookkeeper

### Summary:

LCMC Texas is searching for a talented, ministry-minded individual to join our staff as our Bookkeeper. This contract position would be part-time (approximately 20 to 25 hours per month, paid by the month), working remotely from home. The Bookkeeper will report directly to the Director of Mission Growth and will collaborate as needed with the LCMC Texas District Council, its staff, and Treasurer. The hours are flexible, as needed if all necessary deadlines for reporting and payment processing are met each month.

### Responsibilities:

- Prepare and keep all financial records for LCMC Texas District and Harvest Workers (online ministry training program).
- Process, document, and record all deposits to the appropriate accounts and funds.
- Prepare, document and record all payments to be processed as authorized by the Treasurer.
- Reconcile all financial account statements monthly.
- Prepare monthly and annual financial reports.
- Relay all critical financial information to the Director of Mission Growth in a timely fashion.
- Maintain contribution records.
- Assist in preparing annual budget.
- Assist with the annual financial review process.
- Process staff compensation changes as appropriate with third-party payroll service.
- Work with payroll service to process any necessary tax forms, including W-2 and 1099-NEC forms.
- Serve as a part of the District Finance Team, meeting monthly.
- Attend staff or District Council meetings on occasion as needed.
- Manage all financial, personal, and confidential information with discernment and sensitivity.
- Be a friendly and helpful ministry partner in support of our mission to multiply disciples and churches.
- Assist with other duties as communicated and mutually agreed upon.

### Preferred Qualifications:

- Strong computer skills, particularly with QuickBooks, Excel, and other accounting software as needed.
- Continued growth in faith and relationship with Christ.
- Understand and respect the Statement of Faith of Lutheran Congregations in Mission for Christ.
- Be a good team player, trustworthy and respectful.
- Strive for excellence in communication.
- Maintain a strong work ethic.
- Take the initiative to do whatever needs to be done.
- Continue to improve upon your current skills and be willing to learn and grow.

### Support Offered:

- Flexible work hours.
- Remote work from home with only occasional in-person meetings or events which will be prescheduled.
- Competitive compensation.
- Use of District-owned computer.
- Mileage and travel expenses as necessary.
- Review of performance and compensation annually.

# Multiplying Disciples and Churches