Northfield United Methodist Church
Office & Finance Administrator

Status: Part-time, hourly
Hours: 24 hours per week, onsite, with a regular weekday office schedule
Reports to: Lead Pastor
Compensation: $23-$26 per hour, depending on qualifications and experience, plus a 15% health/retirement benefit and paid time off (PTO).

Position Purpose

Northfield United Methodist Church is an inclusive congregation committed to growing in faith, serving our neighbors, and building community.

The Office & Finance Administrator supports NUMC's ministries through office administration, financial administration and reporting, communications support, and collaboration with staff and congregational leaders.

Office Administration & Communications

- Serve as a welcoming point of contact for members, visitors, and community partners, responding to phone calls, email, and correspondence.
- Maintain the church calendar and coordinate building use, room reservations, scheduling, and related agreements.
- Support church communications, including preparation and printing of the weekly worship bulletin, printing of newsletters, and coordination of announcements and publication deadlines.
- Coordinate church mailings, including preparation and delivery to the post office.
- Maintain membership records and the church management database.
- Coordinate office and custodial supplies, maintain office equipment, coordinate selected vendor contracts and services, and support daily office operations.
- Provide administrative support to the pastor, staff, Leadership Board, and ministry teams.
- Prepare conference reports and Charge Conference materials, and maintain organized office records and procedures.

Financial Administration

- Maintain financial records, including contributions, expenses, and designated funds, in collaboration with designated staff and volunteers.
- Process accounts payable, prepare payments for approval, and reconcile accounts.
- Prepare monthly financial reports for the Treasurer, Finance Team, and Leadership Board.

- Prepare annual giving statements and assist with budgeting and year-end financial reporting.
- Coordinate outsourced payroll processing, employee benefits, new-hirer paperwork, W-2s, 1099s, and related personnel administration and year-end reporting.
- Prepare the annual workers' compensation audit and insurance application, and coordinate related insurance reporting.
- Maintain confidential records and follow established financial policies and internal controls.

Qualifications

- Strong organizational, administrative, and interpersonal skills.
- Experience with bookkeeping, financial records, and accounting procedures.
- Proficiency with office software and spreadsheets, and the ability to learn church management and financial software systems.
- Strong communication skills, attention to detail, and ability to prioritize responsibilities.
- Ability to work independently and collaboratively with staff, volunteers, and congregational leaders.
- Sound judgment, initiative, flexibility, and commitment to confidentiality.
- Commitment to the inclusive mission and values of Northfield United Methodist Church.

Relevant education or experience in bookkeeping, accounting, office administration, or related fields preferred. Church or nonprofit experience is desirable.

Application Process

Interested candidates are invited to submit a cover letter and résumé to:

Rev. Donna Dempewolf, Lead Pastor
Northfield United Methodist Church
ddempewolf@northfieldumc.org

Applications will be reviewed as they are received.

November 15, 2026