



United Campus Ministries

321 North 7th Street Terre Haute, IN
(812) 232-0186 fax: (812) 242-2277

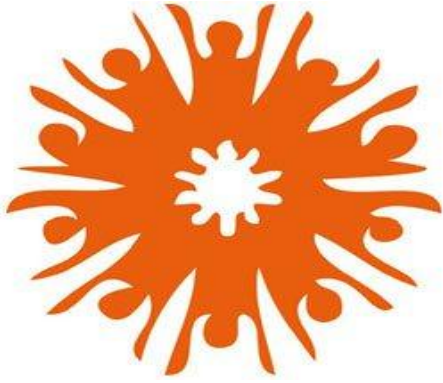
Thank you for your interest in the Bookkeeper/Secretary position with United Campus Ministries!

This position is the result of a unique situation. Our current bookkeeper retires December 31, 2011. She has agreed to help process all the end of year taxes, forms, etc., as well as prepare materials for our upcoming audit. Additionally, it will take some time for her to help train and prepare whoever is chosen for this new position. Our current secretary will be retiring June 30, 2012. This new position will combine the two previous positions into one position over the course of the first half of 2012. Initially, the new position will be only a few hours a month (roughly 2-3 per week, focused primarily on the bookkeeping aspect), but will eventually become 25 hours/week once our current secretary retires. We realize this is a very unusual situation, but given the vast knowledge the two current employees have, it will take some time for the new person to learn their new position, and this transitional time allows for that fact.

Below you will find details about each current position. The new hire will need to be comfortable with and able to fulfill both aspects of the job. Additional necessary skills include the ability to coordinate and organize, excellent interpersonal relational skills, flexibility and adaptability. HTML and website management and development skills are a plus, but not necessary.

If you are interested, please submit your resume along with contact information for 3 professional references to mail@unitedcampusministries.org, ATTN: Corey. The Personnel Committee will review applications and arrange interviews on a rolling basis until the position is filled.

Sincerely,
The Personnel Committee of United Campus Ministries



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Bookkeeper Details

DUTIES

Primary focus: Maintain the financial records of the ministry

There is a computer program for this task, except for figuring payroll taxes, which is currently done by calculator. This situation is open to change if the new bookkeeper has a better, cost effective system.

The current bookkeeper will do the Jan., 2012 tax reporting. Between Apr. 15 and May 15 she will prepare what has to go to the auditors. Her successor will work with her on that.

“Daily” or as needed

- Check writing and deposits to First Financial Bank

Monthly

- E-file payroll taxes (Social Security, Medicare, and Withholding Taxes)
- Reconcile the bank statement
- File Indiana Department of Revenue withholding tax payment report form (state and county) (Form WH-1 0810)
- Pay the following bills:
 - Vectren (gas)
 - Duke Energy (electric)
 - Frontier (phone)
 - Sprint (long distance)
 - Indiana American (water and sewage)
 - Others as they are presented
- Cut payroll checks
- Provide monthly financial status reports to Treasurer for Board meetings

Quarterly

- File “Employer’s Quarterly Federal Tax Return” report (Form 941, Internal Revenue Service)

Yearly

In January

- Communicate with insurance provider(s) about schedule for payments for the year.



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- File W2s electronically and give copies to employees.
- Transfer funds to building maintenance account.
- Complete and file forms to change signature authorization for new board officers and others authorized to sign checks.

Secretary Details

DUTIES

Primary focus: Administrative support for the ministry

Daily or as needed

- Answer phones
- Process mail
- Greet walk-in visitors
- Manage UCM email account
- Prepare flyers, paperwork, etc.
- Manage database of donors, log donations, send thank you notes, etc.

Monthly or irregularly

- Prepare notes/reports for board or committee meetings
- Communicate with ISU Human Resources about student work-study -payroll, paperwork, etc.
- Send out meeting reminders
- Communicate with Indiana State University, Rose Hulman and St. Mary-of-the-Woods staff and administration as needed (typically regarding campus events, etc.)

Other duties and responsibilities as need arises or assigned