

Cornerstone Finance Team Can Use Some Help!

Audit – we are looking for one or two people to audit our 2020 financial books sometime in October or November. Conference has a non-technical, step-by-step cook book process and a fill-in-the-blanks report format for performing the audit. And Finance will provide assistance in locating the documents/reports needed, interpreting the information for you, and answering questions. Finance cannot perform the audit ourselves, as we would essentially be auditing ourselves. Past experience would indicate to do a thorough job requires about 10 – 14 hours, though others report doing the audit in as little as 2 hours. We are totally flexible on scheduling times to work on the audit. It would be helpful if one had some familiarity with bookkeeping or accounting, but that is not a requirement.

Bookkeeper – we would like to find somebody willing to relieve Kimberley from paying bills, entering financial information into QuickBooks, reconciling bank statements/credit card charges, and producing our monthly financial reports. The full job typically takes 6 – 7 hours/week. Training will be provided, and a Procedures Manual is available. Some experience with bookkeeping or QuickBooks would be helpful.

Assistant Financial Secretary – we would like to find someone to count and record the weekly offering checks and prepare the weekly bank deposit. This requires ~ 1 to 1 ½ hours work per week, either on Sunday afternoon / evening or Monday. Back-up is available for weeks when you are not available to work. The person would also provide back-up for our Financial Secretary, Willard Nielsen, in tracking all donations to CUMC for tax reporting purposes.

Contact – If you are interested in any of the above, or have questions, contact Michael Brathovde, mabrathovde@gmail.com, 206-793-2915.

Other – the Nominations Committee will also be looking for someone to lead the Finance Team as **Finance Chair** for 2022-2024; and for someone to start working with our current Treasurer to learn the Treasurer role and take over the **Treasurer** position for the 2023-2025 term. Contact Pastor Comer or Michael Brathovde with questions or interest.