



Intentional Growth Center

P.O. Box 546 • 959 North Lakeshore Drive • Lake Junaluska, NC 28745 •
800.482.1442

Greetings in the name of Christ,

The Intentional Growth Center is seeking a gifted, excited, and motivated individual to serve as an Office Assistant and Bookkeeper.

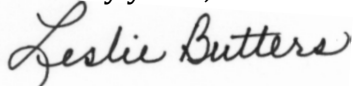
The Intentional Growth Center is a ministry of The United Methodist Church whose mission is: To increase pastoral and congregational effectiveness to make Disciples of Jesus Christ for the Transformation of the World. We seek to develop lay and clergy leaders while enhancing the efficiency of both groups. We do this through quality training throughout the denomination.

A successful candidate will have a skill set to support our staff in carrying out our mission and core values with attention to bookkeeping. This is a part-time position requiring one who is proficient in QuickBooks accounting software. Two-plus years' experience in a professional office environment and the Microsoft Office Suite are preferred.

The application deadline is February 1, 2019.

We hope to hear from you if you feel called to this exciting ministry in our denomination.

Sincerely yours,



Leslie Butters
Chief Operating Officer

Intentional Growth Center
Description of Duties & Responsibilities

Office Assistant & Bookkeeper

Supervisor: Chief Operating Officer

Scope: To support Chief Operating Officer (COO) and Road Scholar Program Coordinator (RSPC) in tasks related to programming, events, and bookkeeping.

Requirements: AA Degree in Business Management or equivalent experience, proficiency with bookkeeping practices utilizing Intuit QuickBooks Online, proficiency in Microsoft Office Suite, general office skills such as telephone reception and managing office machines.

The Office Assistant and Bookkeeper will be responsible for:

- Answering and directing phone calls in a manner exemplary of the agency.
- Processing and sorting incoming mail.
- Assist COO in preparations for Board meetings, seminars or other projects as requested.
- Registrar for sponsored events in the following manner:
 - Coordinate with Leaders and/or COO or RSPC for needs such as housing, transportation, and/or seminar materials.
 - Act as Registrar by processing registrations, sending confirmation letters, providing nametags, place cards, material packets, promotional items, informational pieces, refreshments and other needs as outlined by the COO or RSPC or the Leader.
- Bookkeeping:
 - Enter and pay bills when approved by COO.
 - Prepare deposits when checks have been receipted, taking them to the bank.
 - Process credit card payments online and subsequent accounting deposits that are made electronically.
 - Reconcile the bank statements with the bookkeeping accounts on a monthly basis.
 - Monitor budget vs. actual costs on a weekly basis, reporting to the COO.
 - Report to the COO the financial position of the organization on a quarterly basis, which are shared with the Executive Committee of the Board.
 - Interface with Auditors on an annual basis to assist in audit of financials to be presented at the annual meeting of the Board.
- Other duties that may be required may include:
 - Assist other staff members in specific tasks as needed.



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search@intentionalgrowthcenter.org

GENERAL APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Last Name	First	M.I.	Date
Street Address			Apartment/Unit #
City		State	ZIP
Phone	Desired Salary		
Are you a citizen of the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, are you authorized to work in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Have you ever been convicted of a felony? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain:			

EMPLOYMENT INFORMATION

Position Applying For:	Date You Can Start:
Are you employed now? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, may we inquire of your present employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you previously applied to the Intentional Growth Center? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, when?	
Do you desire <input type="checkbox"/> Full-Time or <input type="checkbox"/> Part-Time Work? Days and Hours Available:	

EDUCATION, TRAINING AND CHURCH INVOLVEMENT

High School	Address
From: To: Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree
College	Address
From: To: Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree
Other	Address
From: To: Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree
List any other relevant training, certifications or coursework (include missions):	
Are you ordained? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, Elder <input type="checkbox"/> or Deacon <input type="checkbox"/> Annual Conference:	

List other job related qualifications and skills.

JOB DESCRIPTION (IF ATTACHED TO APPLICATION)

Do you have the ability to perform the job functions listed in the job description? Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you able to perform these tasks with or without any accommodation? With <input type="checkbox"/> Without <input type="checkbox"/>

REFERENCES

Please list three professional references.

Full Name	Relationship	
Company	Phone ()	
Address		
Full Name	Relationship	
Company	Phone ()	
Address		
Full Name	Relationship	
Company	Phone ()	
Address		

PREVIOUS EMPLOYMENT

Employer	Phone ()	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From: To:	Reason for Leaving	
May we contact your previous supervisor for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>		

PREVIOUS EMPLOYMENT (continued)

Employer	Phone ()	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From: To:	Reason for Leaving	

May we contact your previous supervisor for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Employer	Phone ()	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From:	To:	Reason for Leaving
May we contact your previous supervisor for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>		

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you and all information concerning my previous employment and any pertinent information they may have personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired, I am subject to the policies contained in the Intention Growth Center's Handbook and a 90-day observation period. I further understand that this application is not a contract of employment, nor a legal document, and nothing contained herein creates a contract between the Intentional Growth Center and me.

I consent to the Intentional Growth Center conducting a criminal records check, as long as the results are kept confidential. I authorize the appropriate law enforcement agency to release information pertaining to any record or file maintained on me and release said agency from any and all liability resulting from such disclosure.

Signature	Date
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Applications may be submitted to: search@intentionalgrowthcenter.org