Bookkeeper Job Description

Reports to: Pastor and council

Takes direction from: Pastor, Treasurer, and Executive Committee

Introductory Statements:

Our mission is, "Teaching the Word. Reaching the World."

We are a congregation whose core values seek changed lives through the power of the Holy Spirit by forming and sustaining life-long personal faith in God through Jesus Christ.

We implement this by engaging in cross-generational ministry and radical hospitality as it is revealed by God's Word, connecting to others within our congregation, or community, and the world.

Goal(s) of our congregation's bookkeeper needs:

This position provides financial information and support for members of the church staff, church council, and other committees. Our congregation's mission, purpose, and values are fleshed out and fueled by individual offerings of time, talent, and treasure, all responses to and signs of God's gracious love for our congregation and for the world and community to which we have been sent. Caring for and directing those financial gifts is an integral part of the congregation's mission and ministries.

Qualifications:

1. Minimum of 2 years of demonstrated successful bookkeeping/accounting experience in a business. Parish experience preferred.
2. Undergraduate degree and/or certificate in accounting preferred.
3. Proficient with Quickbooks, MS Excel, Word, and/or Google Office applications.
4. Ability to work with sensitive information and uphold confidentiality.
5. Ability to perform assigned tasks with accuracy, consistency, and completeness at all times.
6. Dependability and punctuality.
7. Exceptional attention to detail, well organized, deadline oriented.
8. Ability to work independently.
9. Knowledge of the business practices and operation of churches preferred.
10. Good interpersonal skills, teamwork, and supportive of church ministries.

Responsibilities:

1. Take contribution deposits to bank in Foley on Mondays if Administrative Assistant is unable.

2. Generate reports as needed, such as quarterly giving statements.
3. Review and determine expense classification for billing statements, post to Church Windows.
4. Print checks from billing statements for approved signer's signature.
5. Prepare and review monthly financial statements for council.
6. Collect data for employee and contractor records.
7. Calculate payroll for employees on a bi-weekly basis.
8. Prepare and file all monthly, quarterly, and annual government payroll reports.
9. Prepare and file annual 1099's and W-2's as needed.
10. Print and mail quarterly giving statements for members.
11. Assist Treasurer with annual budget preparation for council and congregation approval.
12. Assist Administrative Assistant with preparation of annual report materials.
13. Coordinate with council/stewardship group in preparation of stewardship activities, (mailings, meal, etc.).
14. Maintain records of various church subscriptions ~~(CCLI, Sharefaith, etc.).~~
15. Report congregation information to Synod as required (generally annually).
16. Work with committees/groups as needed.
17. Install payroll software updates as necessary.
18. Backup data on Administrative Assistant and Bookkeeper computers weekly.
19. Manage Employee Sick/Safe Time records.
20. Manage Youth funds such as the family accts, mission trip fundraisers, etc.