

## JOB DESCRIPTION



**Position Title:** Bookkeeper/Accounting  
**Reports To:** Lead Pastor

**Status:** Anticipated approximate average number of hours per week:  
○ Bookkeeper/Acct 10 hours;

**Benefits:** Health Insurance

**FSLA Status:** Exempt

**Date Prepared:** Created 8/10/2023

based on 2/2023 Updated 3/2023 Revised 5/14/2023 Revised 5/23/23

### POSITION SUMMARY:

Manage all financial transactions with accuracy and clarity. Ensure accurate reporting to all interested parties and organizations, both internal and external.

### RESPONSIBILITIES:

- Maintain appropriate and accurate accounting records to include:
  - Accounts payable
  - Payroll processing
    - including review of timecards
  - General ledger
  - Monthly financial reports
  - Bank accounts
    - including monthly reconciliation
  - Investment and other special accounts
  - Tax reporting
  - Individual contribution records
  - Credit card purchases
- Prepare and make bank deposits
- Maintain electronic contributions (Vanco)
- Receive, record, and acknowledge gifts and donations to the church
- Make, and when necessary, research purchases on behalf of the church
- Assist in the development and preparation of the church budget
- Accomplish all necessary quarterly and annual tasks and reporting; including reporting of all financial matters to the church council and finance team
- Process invoices, prepare checks
- Maintain accurate, up-to-date personnel files including:
  - Recording vacation time, planned and unplanned absences in accordance with policy

### Reporting relationships

- Answers to the lead pastor and in the absence of the pastor, answers to the Church Council

### **Qualities**

- Awareness and communication of the needs of the greater community
- Able to communicate clearly and succinctly in a friendly and professional manner
- Respond in a timely manner to incoming communications and process or forward to the appropriate staff person or group as needed
- Demonstrates experience working in harmony with a professional staff, with volunteers, and the congregational members.
- Self-motivated and able to work without close supervision
- Flexible to changes in procedure and/or direction
- Ability to delegate to volunteers effectively
- Commitment to lifelong learning

### **QUALIFICATIONS:**

Education: Bachelor's Degree

Experience: Minimum of 3 years' experience in similar role requiring accurate and timely record-keeping, creating reports, and communicating professionally with the public

- Computer skills including Microsoft Office (e.g. Excel); ability to quickly learn to use PowerChurch software and other accounting systems