

# Job Description

**JOB TITLE:** Bookkeeper

**REVIEWED/REVISED:** Nov 2023

**STATUS:** Part-time

**REPORTS TO:** Senior Pastor

**Summary of Job:** Keeping accurate financial records using current software and regularly producing figures and financial reports as directed. This position can be a hybrid opportunity with most functions accomplished offsite.

**Essential Duties and Responsibilities:** *(other duties may be assigned)*

- Record all income based on information provided by the offering counters.
- Prepare in a timely manner all payments for church obligations.
- Be responsible for the payroll of all employees, ensuring it is properly carried out on a semi-monthly basis.
- Record all miscellaneous transactions.
- Report cash position and income/expense versus budget to council monthly. Provide detailed expense reports to church committees as requested.
- Deliver an annual report to the congregation.
- Follow all financial procedures of the church, recommending changes whenever necessary and ensuring that proper accounting principles are used in the recording of income and expenses.
- Prepare all Federal and State tax documents and submit on time as required.
- Monitor the church's financial accounts and keep the Church Council apprised of any significant changes.
- Participate in the yearly budgeting process.
- Provide all necessary support for any audit authorized by the church council.
- Work with the Recording Secretary to ensure accuracy of reports.

**Supervisory Responsibilities:** None

**Minimum Education and Experience:** Two or four year degree in finance with prior experience in the field.

**Knowledge, Skills, and Abilities:**

- Computer proficiency in Microsoft Word and Excel.
- Able to communicate effectively with fellow staff, and others.
- Able to work independently without constant supervision to complete tasks. Able to prioritize, organize, and accomplish assigned work.
- Work well with others.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to talk on the telephone, work on the computer, and communicate in person and electronically with staff and church members.