|  |  |
| --- | --- |
| Job Title: Bookkeeper, 8-10 hours per week | Effective Date: May, 2025 |
| Reports To: Lead Pastor  |

### Primary Purpose:

This position keeps records of financial transactions of the church.

### Principal Duties and Responsibilities::

* Performs recordkeeping of Accounts Payable and Receivables, to provide backup documentation and keep audit trails of transactions.
* Work with auditors to perform quarterly internal audit of financial records.
* Reconciles and balances general ledger accounts
* Responsible for issuing reports annually to broader ELCA Organization.
* Compiles financial reports using the financial system of record, and prepares monthly/annual reports for the finance committee and council.
* Reviews timesheets for accuracy and compiles payroll data for input to third party system
* Responsible for maintaining a schedule of employees and their pay status (hourly, salaried, eligible for benefits, etc) for budgeting purposes.
* Manages the accounts payable process and ensures each payment has a completed disbursement approval form.
* Works with the Treasurer and President to ensure checks are signed and sent on a timely basis.
* Reconcile the Good Samaritan account monthly.
* Input and analyze annual Ministry & Mission Resource Plan (MMRP) to the financial system of record as directed by the finance chairperson.
* Recommends changes to the chart of accounts.
* Follows financial policies of the church, as well as generally accepted accounting principals (GAAP).
* Responsible for the payroll onboarding of new employees (I-9, W4, etc)
* Attend monthly Finance Meetings.
* Attend staff meetings as scheduled.

### Job Qualifications:

Education: Bachelor’s Degree in Accounting/Finance preferred or commensurate experience. .

Interpersonal Skills: Ability to work well in an office with a diverse staff

Maintain confidentiality

Ability to work with volunteers on the Finance Committee

 Efficient in multi-tasking and prioritizing responsibilities; self-motivated

 General office skills

PC skills: Understanding of MS Office products, experience in Quickbooks and/or other financial systems, and Paychex

Experience: Understanding of non-profit accounting

 Attention to detail, accuracy and numeric skills

 Self-directed and well organized

 Ability to analyze and resolve problems using a variety of analytical techniques

.

Disclaimer:

This job description has been designed to indicate the general nature and level of work performed by employees within this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities and qualifications required of employees assigned to this job.