COLLEGE
CHURCH

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JOB OPPORTUNITY: BOOKKEEPER

Approximately 10 hours / week

The Bookkeeper provides accurate, timely, and dependable financial administration for the church. Working under and closely with the Treasurer, the Bookkeeper helps ensure that the church's financial resources are carefully stewarded, financial information is clear and trustworthy, and required payroll, tax, insurance and reporting obligations are handled faithfully and on time.

Core Competencies & Skills:

- Fluency with QuickBooks, Excel and Word
- Strong organizational skills leading to attention to detail and accuracy
- Ability to work collaboratively with Treasurer, pastors, staff and volunteers
- Discretion and integrity in handling confidential financial and employee information
- Sound judgement and willingness to identify and communicate financial questions or discrepancies
- Clear professional, and responsive communication

Core Responsibilities

- Pay invoices, reimbursements, 403(b) contributions, and mission support using the appropriate funds and accounts
- Assemble documentation for all disbursements. File receipts and supporting documents.
- Write a Weekly Summary for the Treasurer to approve checks and communicate all pertinent information
- Manage financial accounts through careful cross-checking and reconciling bank accounts monthly
- Issue payroll every other week for hourly employees and bimonthly for salary employees
- File monthly payroll liabilities with the state and federal government. File January tax forms.
- Report any new hires to the state
- Distribute monthly credit card statements to the staff to enable them to assemble receipts and return them to the bookkeeper by the Bookkeeper’s due date.
- Reimburse the Deacon checking account as receipts are received from the Deacons
- Communicate fund balances quarterly upon request from staff, missions board and the Facilities Committee. Issue monthly Financial Bulletin Announcement with Treasurer’s approval.
- Communicate with the Missions Committee periodically to confirm Mission Support details
- Close out the Operating Account monthly by reviewing memorized transactions, make payroll journal entries to assign FICA and Medicare deductions to correct accounts, review the Profit and Loss by Class to assure correct entries and issue monthly financial reports
- Prepare budget worksheet with the Treasurer after the staff submits their proposals
- Prepare annual insurance audit