

Position Description



Job Title: Bookkeeper

Reports to: Pastor over Finance

Position Status: Part-time, 20-24 hours per week, non-exempt

Purpose: This role assists the Finance Pastor in properly recording and documenting all financial transactions for the church.

Qualifications

- One who measures up to the character qualifications found in 1 Timothy 3:8-13 and lives out a life centered on Jesus Christ
- One who embraces the church's mission statement, vision of worship, and confessional statement
- One who is eager to work in a spirit of cooperation with a team and has a teachable heart
- Preferred Experience
 - Previous experience working for a church or non-profit
 - Familiarity with Shelby accounting processes
 - Previous experience in bookkeeping or accounting
 - Flexible schedule to meet the needs of the church
 - Possess basic computer skills including Microsoft Office Suite
- Bachelor's Degree in related field preferred

ESSENTIAL DUTIES AND RESPONSIBILITIES

Finance Responsibilities

- Maintain and manage the processes for accounts payable/receivable
- Manage the journal entries for the general ledger
- Process payroll bi-weekly and assist new employees with all required federal, state, and church forms
- Oversee weekly process for counting contributions, preparing bank deposits, and posting contributions to proper accounts
- Work with Pastor over Finance to resolve accounting difficulties for ministry budget managers
- Provide monthly reports to the Stewardship Team
- Provide monthly reports to budget managers
- Provide monthly assistance to the Pastor over Finance to reconcile bank accounts
- Produce quarterly giving statements to donors
- Assist in preparing an Annual Budget
- Annually close the fiscal year and prepare the new year

General

- Attend monthly operations meetings
- Attend weekly meeting with Pastor over Finance to discuss Sunday offering, check requests, and accounts payable.
- Will keep regular office hours as agreed upon with the Pastor over Finance

Compensation

1. This is a Part-time position with two weeks paid vacation annually.
2. Employment is an at-will agreement.
3. Compensation is commensurate with education and experience.

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