

JOB DESCRIPTION – BOOKKEEPER
at Smith Memorial Presbyterian Church
2420 NE Fairview Avenue
Fairview, OR 97024
www.smithmemorialpres.org

Mission of Smith Memorial Presbyterian Church:

Our mission is to share the love of Christ and to help people grow and mature in ever-deepening relationships of love. We not only want to transform individual lives, but we also want to help people to work together in community with God to bless this world and our neighbors through bringing hope, healing, and wholeness to all of creation.

Purpose of Bookkeeper:

To maintain accurate financial records, pay bills, and run payroll.

Qualifications:

1. Skilled in financial management and has an accounting background.
2. Proficient in Church Windows accounting software, Excel, and Paychex payroll solutions or at least be able to learn how to use those data management systems.
3. Loves God and cares about people.
4. Supportive of the mission of Smith Memorial Presbyterian Church.
5. Seeks to demonstrate the Fruits of the Spirit – love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, and self-control. (Galatians 5:22-23)

Responsibilities:

1. Maintain all checking accounts, prepare checks for signature. Reconcile all checking accounts.
2. Prepare accurate financial reports. Track income and expenditures as directed by annual budget allocations.
3. Anticipate and report to church leadership about any potential financial problems.
4. Record pledges and memorial gifts, record giving toward those pledges, and memorial gifts. Print giving statements at least twice a year to be mailed to donors. Provide list of memorial donations to office assistant to acknowledge with thank you cards.
5. Comply with governmental reporting requirements including city, county, state, and federal with respect to filing such reports as 941, W-2, W-3, 1099, 1096, etc.
6. Comply as requested with reports to church governing bodies such as Session, Presbytery, Synod or General Assembly.
7. Maintain strict security and confidentiality of all financial information.

Hours and Compensation:

Currently, our retiring bookkeeper works every other Monday morning for about 4 hours. Scheduling of hours is open to negotiation. There may also be a few phone calls, emails, and texts that need a response during the week. Compensation is around \$30 per hour depending on skill and experience for about 10 hours per month.

Please email a letter of interest and resumé to bradbusiek@yahoo.com by Wednesday, April 24