



Position: Bookkeeper:

Reports to: Senior Pastor and Stewardship Elder

Position hours: 10 hours/week

Position wage: \$20.50/hour

Education and Experience:

- Associate of Arts in bookkeeping OR
- At least 3 years experience in field.

Job Description:

- Processing Accounts Payable and Accounts Receivable including check writing.
- Reporting annual, quarterly and monthly Financial Statements for Church Management.
- Bank transactions such as deposits, transfers
- Payroll processing using ADP reporting system
- Knowledgeable in State and Federal employment and payroll requirements (i.e. I-9, W4, employment notices/posters -> the examples probably don't need to be mentioned in the ad, but may come up during interviews.)
- Proficiency in spreadsheet programs
- General Ledger maintenance including posting of Accounts Receivable / Receipts
- Post payroll to spreadsheet for preparation of quarterly Workers comp report.
- Reconciliation of accounts to actual external balances
- Prepare monthly, quarterly and annual reports for church management
- Assist in preparation of annual budgets by producing details of current years operations.
- respond to inquiries from local and external bodies.

Knowledge, skills, abilities:

- Proficiency in excel and quick books computer programs.
- Knowledge in state and federal staff pay requirements.