

Church Accountant/Bookkeeper Job Description

Job Title: Church Accountant/Bookkeeper

Reports To: Church Administrator

Position Status: Full-Time Regular – Non-Exempt

Purpose

To provide financial services to church members and professional church staff.

Job Responsibilities and Duties:

1. To obtain and record pledges made during the annual stewardship drive.
2. To prepare quarterly giving statements.
3. To enter weekly contributions to general fund, building fund, special funds, and donor designated funds.
4. To keep confidential all financial contribution information.
5. To enter all invoices submitted for payment, cut checks, submit to treasurer for signature, and prepare for mailing.
6. To balance checking account and investment accounts and submit reconciliation to treasurer for signature.
7. To submit to the church treasurer and church administrator a listing of all checks written during the month.
8. To prepare monthly reports for the Church Board and individual ministry teams.
9. To process payroll on a biweekly basis.
10. To prepare monthly, quarterly and yearly payroll tax forms and make necessary deposits, and prepare W-2s at year-end.
11. Prepare a yearly budget draft for review and adoption by the Church Board.
12. To back up the computer system.
13. To prepare for and cooperate with those appointed to perform a yearly audit of financial records.
14. To prepare year-end financial reports for annual meeting.
15. To perform other necessary and related work as may be assigned.

Job Skills and Requirements

1. A minimum of an associate's degree in accounting from an accredited educational institution.
2. Practical experience in fund-based accounting and account reconciliation.
3. A demonstrated Christian faith commitment.
4. Demonstrated proficiency in computer skills including MS Word, Excel and Access, and specific fund-based accounting software.
5. Attention to detail and precision in account reconciliation and report generation.
6. A commitment to good interpersonal relationships, teamwork and support of church ministries.
7. A commitment to confidentiality regarding all account records, both of the church and staff, and the members.
8. Dependable attendance.

Evaluation and Compensation

The Accountant/Bookkeeper works directly under the Pastor and receives an annual performance evaluation. Compensation is reviewed annually.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Employee _____

Date _____

Revised: _____