

## **BOOKKEEPER**



**Position:** 10 Hours/Week, Salaried

**Reports to:** Pastor, meets yearly with SPRC for Annual Review but may report/review with SPRC or Pastor at any time.

### **GENERAL DESCRIPTION**

The Bookkeeper works with the Pastor, Finance Committee, Church Council, all Ministry Directors and Church Administrator to manage the church's finances and attend to general bookkeeping, payroll, and tax responsibilities. The job description of the church Bookkeeper contains duties associated with the collections, recording, reporting, management, investment and spending of the church's money.

### **SKILLS REQUIRED**

Must have the ability to maintain a good relationship with leaders, members, and servants of SCCUMC, using his/her professional skills, spiritual maturity, strength of character, personal integrity, organizational skills, attention to details, and computer skills, to enhance the flow of work and ensure a Christ centered office environment.

Exhibit effective oral & written communication skills. Demonstrate the ability to work cooperatively with others, responding to requests & responsibilities in a timely fashion, completing work with a high level of accuracy.

Must have strong general competencies with bookkeeping, financial auditing, accounting and processing. Must be trustworthy and honest, and maintain confidentiality with all donations and financial information. Must be familiar with the tax code as governs religious and non-profit entities. Must be willing to research and learn more about effective financial practices, accounting, bookkeeping and filing taxes.

### **GENERAL DUTIES**

- Weekly entry of counted contributions into the Shelby system, allocating all to the appropriate budgeted accounts.
- Maintains detailed records of all financial transactions that support all expenditures in files each month.
- Handles all payroll transactions for the church staff.
- Handles accounts payable transactions and maintains appropriate documentation to facilitate periodic review and audits from the Finance Committee.
- Maintains tax records of employee salaries

- Files all payroll taxes with the IRS and state government agencies and keeps all records regarding such transactions.
- Reconciles church bank statements with the church's ledger.
- Tracks investments and delivers monthly earnings reports to the Finance Committee and Church Council.
- Prepares all monthly and annual financial reports (ie, P&L, Expense, Fund Balances, Annual Conference Reports) for Finance Committee and Church Council.
- Prepares monthly ministry area and Trustee expense reports as requested.
- Prepares on a weekly basis a summary of cash flow for the Pastor.
- Prepares a quarterly statement of the church's financial status that is included in the quarterly church newsletter
- Prepares biannual giving statements for church members, to be reviewed by Finance Chairperson.
- Participates in any financial audits supporting the Finance Chairperson as needed.
- Assists Finance Chair in preparing tax forms such as W-2 or 1099 for church employees.
- Attend staff meetings and other meetings (Ad Council) as per the Pastor's request.
- Supports the Finance Committee in preparing the annual budget.
- Provide other financial support to the ministry of the church as requested by the Pastor and Finance Chairperson.

**EDUCATION & EXPERIENCE**

The candidate for this position must have a high school diploma or GED. A degree in finance, accounting, or business is recommended but not required. They must have a minimum of 3 years of bookkeeping experience. Position requires proficiency or ability to learn ShelbyNext accounting software, Microsoft Office including Word and Excel. Candidates must follow generally accepted accounting procedures.

Approved and Accepted by Pastor \_\_\_\_\_ Date \_\_\_\_\_

Acknowledged and Accepted by Bookkeeper \_\_\_\_\_ Date \_\_\_\_\_

Background check completed      Date \_\_\_\_\_