



North Creek Presbyterian Church Job Position Description

Job Title:	Full Charge Bookkeeper
Reports to:	Head of Staff/Pastor
Accountability to:	Session through the Finance Ministry Team
Job Description:	Provide accurate, confidential financial recording, filing and documentation for the church. Facilitate the policies, procedures, and services by providing accurate financial data and ensuring compliance with labor laws and tax regulations. Maintain strong record-keeping practices adhering to regulations.
Faith and Calling:	Demonstrate a personal faith in Jesus Christ as Savior and Lord consistent with the basic tenets of reformed faith, and a genuine sense of God's call to this ministry and service. Conducts oneself in a manner consistent with Scripture and feels called by God to serve in the leadership of the church.

Qualifications:

- Communication: oral, written and computer
- Interpersonal skills
- Strong attention to detail
- Strong organizational skills
- Demonstrated confidentiality
- Self-motivated, able to prioritize and organize time and tasks efficiently
- Proficient in the use of 2024 QuickBooks (desktop version), Microsoft Excel/Word software as well as 10-key. NOTE: Plan to upgrade to online/cloud version of QuickBooks in the future.
- Familiarity with GAAP (Generally Accepted Accounting Principles)
- Prefer 2+ years of bookkeeping experience, accounting education and/or bookkeeping certification preferred, experience in non-profit/church bookkeeping preferred.

Responsibilities:

1. Maintain accurate manual and/or computerized financial records for the church including generating reports, preparing checks, financial statements, and other documentation.
2. Process accounts payable and payroll.
3. Transfer funds as needed.
4. Support Finance Ministry team as necessary.
5. Prepare and submit employment reports (e.g., Federal Tax, Labor & Industry, and Excise).
6. Handle vendor credit applications, manage background checks.
7. Provide benefit administration for medical, dental, vision and 403(b) programs.
8. Process paperwork for new employees and enter employee information into the payroll system.
9. Process payroll, track employee PTO and timecards, maintain payroll related records.
10. Prepare payroll tax forms and make necessary deposits and prepare W-2's at year-end, issue 1099's
11. Track annual giving pledges and charitable donations.
12. Prepare quarterly giving or contribution statements.
13. Balance checking account and investment accounts and submit reconciliation.

Work Schedule: Part-time, average 12-15 hours/week (non-exempt); preferably 3-4 hours/week in office, flexible hybrid schedule negotiable.