

## **Job Description**

### **Bookkeeper**

[updated 8/27/2025]

**Reports to:** Senior Pastor

**Status:** Part-time

**FLSA:** Non-exempt

### **Job Summary**

The bookkeeper will ensure First Lutheran's bills are paid and financial data and records are accurately kept using best accounting practices by handling accounts payable, processing payroll, making financial entries, and ensuring financial legal requirements are met.

#### **Essential Functions:**

- Track invoices, record financial transactions and complete the posting process.
- Make payments and disbursements ensuring appropriate prior approval.
- Review credit card statements for proper use and report discrepancies to Sr. Pastor and Treasurer
- Process payroll, employee benefits, and workers' compensation
- Complete tax forms, reports, statements, and payments.
- Submit financial reports as requested by staff or council.
- Keep supporting documentation and files of all financial transactions.
- Maintain employee-related financial records.
- Reconcile bank accounts and petty cash accounts while monitoring cash levels.

#### **Other Responsibilities:**

- Participate in and provide information for audits as requested.
- Participate in financial committee meetings as requested and/or desired.
- Ensure appropriate levels of access to data and records are maintained.
- Assist with preparing and revising annual budget and chart of accounts as requested.
- Assist with ELCA and Synod financial reporting as requested.
- Provides account detail and analysis as requested by staff, committee chairs or congregational council members.

#### **Minimum Qualifications:**

- Bookkeeping experience is required, experience with non-profit preferred.
- Familiarity with accounting principles is preferred.
- Proficiency with or ability to learn and use financial software is required.
- Proficiency with Microsoft Office is required.

#### **Physical Requirements:**

- Able to input data into computer, retain paper files, and handle physical mailings.

## Core Competencies

**Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidence; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

**Communication:** Practices open, direct, clear communication. Keeps confidentiality as required. Minimizes use of email communication when high emotions are involved, prioritizing face to face or phone conversation.

**Interpersonal Skills:** Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Engages people positively, with a demeanor of optimism and abundance. Avoids communication triangles.

**Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.

**Attention to Detail:** Consistently ensures attention to the smallest of details; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

**Organizational Knowledge:** Knowledgeable about how congregational communication, organization, decision making, and leadership works; knows how to get things done through formal and informal decision-making channels.

**Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.