



PALM CITY PRESBYTERIAN CHURCH

2700 SW Martin Highway, Palm City, FL 34990 | 772.286.9958 | www.palmcitypres.org

Job Description: Bookkeeper

Position: Bookkeeper

Employment Status: Part-time, Hourly, Non-Exempt

Work Location: Palm City Presbyterian Church, 2700 Martin Highway, Palm City, FL 34990

Work Hours: Up to 20 hours per week TBD by executive pastor

Organization Overview: Palm City Presbyterian Church (PCPC) is a 501(c)(3) non-profit organization, located in Palm City, Florida affiliated with ECO, a covenant order of evangelical Presbyterians. The congregation consists of 500+ members supported by a senior pastor, an executive pastor, and approximately 10 staff members. The church financially supports 10-12 ministries in the community and owns its own facilities.

Description: The bookkeeper's role requires clear and ongoing communication with leadership and staff across a wide spectrum of tasks inherent to the role. The responsibilities of the position require an individual who is detail-oriented while also working at a pace to stay ahead of the workload, organized in their time management, comfortable in problem-solving on their own, and willing to take the initiative to identify areas of improvement. The role is responsible for ensuring timely, accurate financial statements, but also analyzing and identifying areas of concern, managing financial processes, and conducting oneself in a professional manner as a representative of the church and its mission. The bookkeeper's key responsibility is to manage the processes that flow through the office, as outlined below.

Responsibilities: Maintain financial recorders of PCPC and assist with accounting reports that testify to its financial well-being. Tasks to accomplish this may include, but are not limited to:

- Prepare monthly financial statements (IS, BS, etc.) and provide statements to senior leadership (pastors, elders)
- Prepare monthly financial reports for each ministry department
- Attend and participate in finance team meetings when requested by finance elder
- Work with the finance elder to prepare and coordinate annual budget
- Prepare financial worksheets for ministry staff to prepare their budgets; compile budget data for presentation to Finance Team, Session, and congregation
- Maintain Shelby accounting system (maintain chart of accounts, make entries, month & year-end closes, input budgets, etc.)
- Oversee bank deposit process, retain documentation, and prepare bank reconciliations
- Review and record weekly contributions; verify contributions are in accordance with IRS guidelines
- Process all Accounts Payable for the church
- Process bi-weekly payroll and make appropriate tax deposits
- Maintain compliance with federal, state, and local government reporting requirements
- Administer benefits and work with the Personnel and Administration Committee on annual benefits budget; verify and upload payments for retirement accounts
- Prepare tax work papers for filing requirements
- Prepare files for annual reviews/audits; support and coordinate requirements, including outside CPA, worker's compensation, and others

- Maintain reserve accounts and governing documents
- Assist as requested by donors with access to annual giving statements
- Create and maintain schedules, and other work papers to document and support the office and transactions (prepaid schedules, budget worksheets, month-end close checklists, etc.)

Position Requirements:

- Growing faith in Jesus Christ and alignment with PCPC's mission and values
- Bachelor's degree in business, accounting, or a related field preferred
- Minimum of 5 years of related experience; previous church experience preferred
- Maintain a lifestyle consistent with scripture and the Essential Tenets of ECO: A Covenant Order of Evangelical Presbyterians
- Pass a background check and comply with PCPC's Personnel Policy

Competencies:

- Personal integrity in the context of protecting and ensuring private and sensitive information and financial/material assets
- The ability to work as a member of a team to accomplish the objectives of the church
- Compatibility with and support for biblically defined Christian principles and beliefs as they pertain to the operations and efforts of the church
- The desire to learn and assist others in learning

This position reports to the executive pastor.

Applicants interested in this position, please send a resume and cover letter to admin@palmcitypres.org.