

## PUMC Bookkeeper Job Description

### Disbursing Funds

- Prepare checks to pay bills
- Keep records of all disbursements
- Maintain adequate cash balance in the checkbook
- Make monthly payments on apportionments
- Approve payments for expenditures
- Reconcile bank statements
- Pay Workman's Compensation bill
- Prepare invoices for mailing
- Maintain petty cash box
- Maintain Mission House accounts for escrow and utilities

### Reporting

- Cash receipts and disbursements for the month and year to date (monthly). Receive a deposit slip with the amount deposited, along with a statement of the source and purpose given from the financial secretary.
- Fund activity report (monthly)
- Annual reports on the above two items
- Retain financial records in accordance with governmental regulations
- Report to all appropriate governmental agencies
- Provide a regular report to the finance committee
- Year end reports for the Conference
- Annual Charge Conference Report
- Maintain employee records for the Conference payroll system

### Relationships

- Work with the treasurer and the financial secretary.
- Work with finance committee chair. Clear any questions on policies or procedures in handling funds with the chair. Provide a regular report to the finance committee.
- Work with the pastor.

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### Not your job

- Signing checks

Note: It is unlawful for anyone to practice law without a license, so the Bookkeeper should never give specific legal or tax advice to donors about donations. The donor should consult his or her lawyer or tax adviser in these cases.

### Qualifications

- Demonstrated Christian faith commitment, active membership in good standing at a local church, and:
- Three years (minimum) of practical experience in fund-based accounting and account reconciliation.
- Solid understanding of journal entries, bank reconciliations and internal report generation.
- Strong organizational skills(written/verbal) and attention to detail.
- Demonstrated proficiency in computer applications including: Microsoft Word, Excel, Outlook, and funding and accounting-based software (QuickBooks preferred).
- Understanding the importance of confidentiality and personal/professional discretion related to the church and its members is crucial.

### Time Commitment

- 4-8 hours/week

### Hourly Pay Rate

- Based upon experience

### Contact

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Staff Parish Relations Committee Chairperson  
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## PUMC Bookkeeper Job Description

Specific details on the use of QuickBooks:

- Maintain all financial records using fund accounting (each fund has its own ID number)
  - Checking accounts
    - Write checks
    - Pay bills online (record in QuickBooks)
      - Insure that charges are valid, i.e. when contractors bill, check with Trustees for OK to pay, credit card purchases also need to be verified
    - Reconciliation at month's end
  - Money market
    - Write checks-counter checks from the bank
    - Post interest
  - Endowment Fund
    - Post gains/losses
    - Make deposits
    - Send monthly reports to Endowment chair
    - Keep record of balances for 5 areas- building, organ, music, youth and mission
  - Run monthly financials for the Finance Committee
    - Currently using QuickBooks and Excel