

## Church Bookkeeper Job Description

**Job Title:** Church Bookkeeper  
**Reports To:** Pastor  
**Position Status:** Part-time – Non-Exempt



**Overview of Position:** The Bookkeeper is hired by the Trustees with the responsibility to maintain the Church's financial records, including general ledger, payroll, accounts payable and contributions. The position is authorized to work ten (10) hours per week.

### Job Responsibilities and Duties:

1. Obtain and record pledges made during the annual stewardship drive.
2. Enter weekly contributions to general fund, building fund, special funds, and donor designated funds.
3. Keep confidential all financial contribution information.
4. Process bills for payment and maintain records.
5. Process weekly cash deposits and make related journal entries.
6. Monitor and maintain the cash flow.
7. Keep accounts and funds current.
8. Keep accurate and current records of congregation pledges and contributions.
9. Prepare and send out quarterly and annual giving reports to contributors.
10. Balance checking account and investment accounts.
11. Submit to the church treasurer a general ledger transaction report on a monthly basis; provide detailed ledger entries to individual ministry teams as needed or requested.
12. Prepare monthly financial statements for the Trustees and the Church Council. This will typically include balance sheet, income statement, and monthly pledging trends; statements may also include financial activities related to a capital campaign or other special financial circumstances, as requested.
13. Present financial records to the Trustees ministry at their monthly meeting.
14. Process payroll on a biweekly basis.
15. Pay monthly payroll taxes, file quarterly and annual payroll returns, prepare end of year W-2 forms, and maintain records.
16. Assist the Trustees in preparing a yearly budget draft for review and adoption by the Church Council.
17. Back up reports, as needed or required.
18. Prepare for and cooperate with those appointed to perform occasional audits of financial records.
19. Prepare year-end financial reports for annual meeting.
20. Assist in maintaining and revising written accounting procedures in the areas of: cash processing, general ledger, accounts payable, payroll, and financial housekeeping.
21. Perform other necessary and related work as may be assigned.

### **Job Skills and Requirements**

1. A minimum of an associate degree in accounting from an accredited educational institution.
2. Minimum of 1-2 years practical experience in fund-based accounting and account reconciliation, payroll, etc.
3. Demonstrated proficiency in computer skills including MS Word and Excel, and fund-based accounting software.
4. Experience with ACS OnDemand and ACS Realm a plus or must be willing to learn those systems.
5. Attention to detail and precision in account reconciliation and report generation.
6. A commitment to good interpersonal relationships, teamwork and support of church ministries.
7. A commitment to confidentiality regarding all account records, both of the church and staff, and the members.
8. Ability to work independently, manage work load, and meet deadlines with minimal supervision.
9. Dependable attendance.

### **Evaluation and Compensation**

The Bookkeeper works directly under the Pastor and receives an annual performance evaluation. Compensation would start at \$16-19 per hour, depending on experience, and is reviewed annually.