<CHURCH NAME>

BOOKKEEPER JOB DESCRIPTION

Primary Function: Responsible for the financial bookkeeping of the church under the direction of the Finance Committee and Senior Pastor

Essential Duties and Responsibilities:

* Support the Church’s spiritual and pastoral mission
* Record weekly collections and other cash receipts in the accounting records; coordinate donations with financial secretary
* Process payments to vendors and others including obtaining proper support and authorization, maintain vendor files
* Prepare payroll; perform state and federal payroll filings; update payroll system accordingly; maintain employee files with related payroll documentation
* Prepare monthly financial reports for committees and staff; provide timely responses to financial inquiries from committees and staff
* Balance and reconcile all accounts on a monthly basis
* Maintain accounting records; ensure existence of verifiable audit trail for all financial transactions
* Maintain required property and other insurance records
* Attend Finance Committee meetings when requested
* Assist in the preparation of annual budget
* Perform other duties as assigned

Basic Qualifications:

* Be a professing Christian
* Proficient with Microsoft Windows, Microsoft Excel, and internet browsers; experience with accounting software preferred
* General skills in bookkeeping or accounting; detail oriented
* Background check required