



POSITION DESCRIPTION

POSITION: Bookkeeper (Part-time)

DRAFTED: Dec 2021

RESPONSIBLE/ACCOUNTABLE TO: Church Administrator

SCOPE: Part-time (20 hrs/wk) to provide accounting support to the Pastoral Staff, Church Boards, and the Congregation with particular emphasis on maintaining the financial ledgers of the church and the recording of donations and payments made to the church.

QUALIFICATIONS:

- A Christian with a growing relationship with Christ and a member of CBC
- Education or equivalent experience in bookkeeping.
- Experience and skill in maintaining financial accounts
- Demonstrable experience in computers and software applications to include financial software (QuickBooks, Intuit Payroll) and Excel spreadsheets.

DUTIES

A. Contributions

1. Record weekly offering from the congregation in Circle.
2. Match and create profiles for online giving or form payments.
3. Produce and circulate the weekly teller sheet.
4. Follow through on any stock donations or non-cash gifts (i.e. cars, burial plots, property)
5. Make weekly deposit at the bank.

B. General Fund Financial Support

1. Enter weekly teller sheet entries into the general ledger.
2. Enter weekly check requests into general ledger and prepare weekly check disbursements for the Treasurer's or Church Administrator's signature.
3. Analyze weekly Teller Sheet and check requests for areas of concern and bring to Church Administrator's and Treasurer's attention.
4. Administrate all compensation functions, to include:
 - a. payroll preparation,
 - b. handling payroll liabilities: Employee BCBS contributions to HSA, 403b contributions, and health insurance processing,
 - c. adjusting employee compensation as needed,
 - d. preparing and mailing 1099's, mailing annual W-2's,
 - e. overseeing direct deposit program,
 - f. processing monthly 403b contributions to Fidelity,
 - g. entering all payroll information from QuickBooks into the general ledger
 - h. assisting with annual workmen's compensation audit.
5. Reconcile monthly bank statements and the checkbook, of the general fund and all other interest-bearing accounts.

6. Prepare monthly Balance Sheet, income and expense statement, and Year-To-Date Budget reports for the Church Administrator and Treasurers by the 10th of the next month.
7. Prepare monthly reports for staff areas of oversight.
8. Ensure all monthly bank transfer disbursements to the Missions and Benevolent Fund occur.
9. Prepare and provide church treasurer with the financial report for Annual Report to the Congregation.

B. Missions Fund Financial Support

1. Transfer all incoming funds into missions account(s).
2. Maintain accurate records of all transactions in missions account(s).
3. Reconcile missions account(s).
4. Transfer funds between missions accounts as required.
5. Ensure monthly disbursement for missionaries and missions organizations occur each month.
6. Process additional missions check requests and have checks prepared as needed.
7. Prepare the monthly missions report by the 2nd Monday of each month for the Church Administrator and Missions Treasurer, and correct reports as necessary.
8. Track activity in the designated, memorial and mission trips accounts.
9. Maintain records of all check requests, deposits and reports.
10. Provide missions financial report for submission in the Annual Report to the Congregation.