

FIRST BYRON CRC JOB DESCRIPTION

JOB TITLE: Bookkeeper

REPORTS TO: Director of Ministries

JOB DESCRIPTION SUMMARY

This part-time hourly position maintains financial records and reports transactions by establishing and maintaining accounts and posting transactions. This is a position to be filled by a person who is skilled in all aspects of accounting and bookkeeping.

QUALIFICATIONS AND REQUIREMENTS:

- Committed follower of Jesus Christ
- Committed to personal integrity and prayer in all aspects of personal and professional life
- Basic accounting knowledge
- Collaborates well with others
- Flexible and available when necessary
- A thoroughgoing agreement with and commitment to the First Byron Elder Covenant
- Protects confidential information.
- Associate degree or higher and 5 years of previous accounting experience
- Effective in written and verbal communication
- Familiarity with QuickBooks or similar accounting software
- Excellent organizational skills and the ability to meet deadlines
- Proficient in Microsoft Office

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Data Entry and Check Issue

- Maintain the General Fund and other appropriate Funds through accounting software
- Write Checks for all church payments and deliver to Treasurer for signatures
- Balance checking account with bank statements
- Enter and process all EZ Tithe Contributions
- Staff Payroll: Submit/Process payroll Bi-Weekly. Enter all new changes for existing and new employees

Reporting

- Prepare monthly financial reports for the General, Mission, Christian Education, and Benevolence funds. Show monthly balances, receipts, disbursements, and a summary of accounts within each fund including YTD numbers.
- Have records prepared for **Quarterly** financial review by independent individuals.
- Provide to all **members a year-end statement of contributions**.
- Prepare quarterly the Employer's Federal Tax Return for Federal withholding, Social Security, Medicare, and State withholding for church staff
- Annually prepare W-2 or 1099-MISC for those employed by the church
- Provide requested reports to the Deacons.
- Update LARA yearly (June/July)

Administrative

- Develop a system to account for financial transactions by establishing a chart of accounts
- Define Bookkeeping policies and procedures
- Send acknowledgments of gifts given to church by non-members
- September - order new contribution envelopes for the following year
- Put the new contribution envelopes in each member's church mailbox - the end of December (after the congregational meeting)

WORKWEEK HOURS

Up to 15 hour workweek, additional hours when required. Will require flexibility to attend evening and weekend meetings and training.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by members assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Employee Acknowledgement

I have read the above job description and certify that I am qualified to perform the essential functions of the position with or without reasonable accommodation. I further acknowledge that this job description is to a contract and that I am an employee-at-will.

Employee Signature

Date