

## Position Description Bookkeeper

### First Congregational Church Kalamazoo, Michigan

**Reports to:** Senior Pastor/Head of Staff Effective: 10/20/2021

**Status:** Part-Time (15-18 hours)

**FLSA:** Non-Exempt

### Job Summary

The Bookkeeper will serve as the internal accountant for church operations. The Bookkeeper shall be responsible for and maintain oversight of all financial transactions of the Church and will work regularly and directly with the Treasurer of the Congregation.

### Work Schedule

The position will require work on regular weekdays, with the schedule to be determined in conjunction with the candidate. On a quarterly and fiscal year end basis, there may be additional hours related to the essential functions of the position (quarterly statements, tax reports, etc.). Office space is provided.

### Essential Functions

- Maintain complete and accurate records of all church financial, employment (compensation & benefits) and business transactions. Assure that all financial, employment (compensation & benefits) and business records and all transaction data are correctly, accurately, and timely documented and maintained.
- Work with the guidelines established by the Council (through its Finance Team) to receive funds from whatever source (including through the mail and by electronic deposit), record them, and report them to the Treasurer and to the Finance Team
- Arrange for collecting offerings received during worship services and other church gatherings, making certain that more than one person is involved in collecting and counting the money
- Work with the Finance Team to establish procedures for collecting and recording all money received through the regular offering, through the mail, and by electronic deposit
- Deposit cash and checks in a bank as soon as possible after they are received
- Maintain records of how much money is given by whom for record keeping and create donation statements as needed.
- Document all persons authorized by the Council to sign checks for all the accounts of the congregation
- Document all persons authorized by the Council to render decisions for all the accounts of the congregation
- Enter all invoices submitted for payment, cut checks, submit to the appropriate person(s) for signature, and prepare for distribution and/or mailing
- Balance and reconcile checking account and investment accounts and submit for review to the Treasurer
- Submit to the Treasurer and the Chair of Finance Team a ledger of all checks written during the month,
- Prepare monthly reports for the Finance Team
- Process payroll on a bi-weekly basis
- Prepare monthly, quarterly and yearly payroll tax forms and make necessary deposits and prepare W-2s and 1099's at year-end
- Work with the Treasurer and the Chair of the Finance Team to annually assess internal control aspects of the congregation's accounting system.

## **Position Description Bookkeeper**

- Work with the Moderator Team and Chair of the Finance Team to obtain an annual audit (or review) that encompasses all cash accounts of the church.
- Prepare for and cooperate with those appointed to perform a yearly audit (or review) of financial records
- Prepare for and file financial reports required by the Council

### **Other Responsibilities:**

- Participate in church staff meetings and bi-monthly meetings with the Senior Pastor/Head of Staff
- Develop and maintain working relationships with other staff members and the Treasurer of the Congregation

### **Core Competencies**

- **Computer Skills:** proficiency in computer skills including MS Word, Excel, PowerChurch and specific fund-based accounting software
- **Attentive to Detail:** the work require attention to precision and detail in account reconciliation and report generation
- **Confidentiality:** a commitment to confidentiality related to all account records pertaining to the church staff and membership, including but not limited to members' personal data.

### **Minimum Qualifications:**

- Associate Degree in Accounting from an accredited educational institution
- Work experience related to fund-based accounting and account reconciliation, preferably in a church or church-related institution

### **Physical Requirements:**

- Able to move freely in and out of different small group settings (church, businesses)

### **Compensation and Benefits**

- The salary for this position is commensurate with experience and skill.

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