

Position:

Book Keeper

Purpose:

The Church Book keeper provides support services to the Treasurer and financial reporting to the congregation.

Primary Duties and Responsibilities

- 1 . Properly account for member giving by:
 - a. Obtaining and record pledges made during the annual stewardship drive and capital campaigns (when applicable).
 - b. Preparing quarterly giving statements.
 - c. Enter weekly contributions to general fund, building fund, special funds, and donor designated funds.
2. Maintain accounts by:
 - a. Balancing checking accounts and investment accounts and submit reconciliation to treasurer for signature.
 - b. Submitting to the church treasurer and church council a listing of all checks written during the month.
3. Prepare financial reports, including:
 - a. A bi,,monthly giving summary.
 - b. Assist in the preparation of the monthly reports for the church council and individual ministry teams.
 - c. Assist in the preparation of year-end financial reports and development of annual budget for annual meeting.
4. Participate in Church audit and other bookkeeping assignments

Reporting

The Bookkeeper reports to the Church Treasurer.

Requirements

- At least 5 - 7 years practical experience in fund-based accounting and account reconciliation.
- Demonstrated proficiency in computer skills including Word and Excel, and specific fundbased accounting software.
- Must be willing to learn and/or train others on Church accounting software
- Attention to detail and precision in account reconciliation and report generation.
- A commitment to good interpersonal relationships, teamwork and support of church ministries.
- A commitment to confidentiality regarding all account records, both of the church and staff, and the members.

Preferred skills and experience

- Bachelor's Degree in Business, Management, or Finance preferred, or equivalent experience.
- Experience serving within a Church financial position.

Hours and compensation

- The bookkeeper position is part-time salary.
- The candidate should expect to spend 8 to 12 hours a month working in the position, depending on the Church calendar.
- Compensation is dependent on qualifications and experience.
- This position is part-time hourly and not eligible for benefits.
- Position will require training for the within the first 3 months to understand the systems, policies and procedures. The church will compensate for any training necessary on the software systems and time learning within the position.
- This position is on-site and does not include remote work.

Preschool Report Future Plans

Purpose: To provide pre-kindergarten aged children with social and educational skills with a Christian emphasis.

Benefits of having a Preschool at Holy Trinity:

- Sharing faith with children and their families
- Outreach
- Attractive asset to the Grandview community
- Stable setting for children to learn and grow

Director Position: We are currently searching for a new Director

- The job description for Director has been updated.
- An advertisement for the position has been created and sent to the church office. This will be advertised at Holy Trinity and at LCMS congregations in the area.
- A small team is being formed to conduct interviews. We have one candidate who has informally expressed interest in the position.

Current Enrollment:

11 students — 7 children 2 days/week; 4 children 3 days/week

(5 of the current students are moving on to Kindergarten after this year)

2024-25 School Year Enrollment:

- Currently known student enrollment
 - 3 days/week -4 students
 - 2 days/week — 1 student
- We are checking with the other 2 current students to confirm that they will be returning.
- To date, we have received 2 other inquiries for enrollment (attending 2 days/week).
- Goal of 15 total students
 - 3 days/week — 6 students
 - 2 days/week — 9 students

Budget:

- 2023 budget year (information from Treasurer's report present at last Voter's meeting)
 - Income - \$23,824.09 (\$8,320.00 from PPP grant)
 - Expenses - \$20,307.42
- 2024-2025 School Year
 - Projected Income: \$25,725
 - Tuition — \$18,225 (6 students @ 3 days/week; 9 students @ 2 days/week)
 - Fundraising - \$7,500
 - Projected Expenses - \$24,200

- Salaries - \$23,200 (\$15,500 Director; \$7,700 Teacher)
- Expenses and Utilities \$1,000

Playground:

- Plans for replacing playground equipment will be moving forward. Jim Peacock has offered to coordinate with the Trustees to complete this project. Preschool Equipment Fund Balance is \$16,350.30 (as of 11/2023) to use for this effort.

Summary:

We believe that the Preschool is a great asset to Holy Trinity and the Grandview community. Teaching children and bringing them closer to God is always a worthwhile effort. Closing the Preschool would most like take away this opportunity permanently, as it would be a very difficult task to re-open it.

Preschool Director Information

(for inquiries to the church office)

- Starting Employment Date — TBD, but sometime after June 1 to prepare for the start of school in the fall.
- Salary— \$15,505 for 9 months
- Benefits — We currently do not offer health insurance benefits
- Time Expectations — Generally 15 hours per week during the school year (9 hours of class time plus preparation/paperwork); time would vary outside of the school year— more time needed in the summer for enrollment and preparation for the year
- Staffing — The director and a teacher assistant will conduct classes
- Responsibilities (can refer to the Job Description for more details)
 - Creating curriculum
 - Teaching
 - Communication with parents — will also need to be available to meet with parents for potential enrollment
 - Day-to-day operation of preschool
 - Record keeping for attendance and tuition receipts
 - Helping to promote and advertise the preschool to get the optimum number of students
- School Calendar - The dates for beginning and ending the school year, and time off for Christmas break are flexible. We will not have classes on major holidays (Labor Day, Thanksgiving, Good Friday). For snow days, we typically follow what the Grandview school district calls for.
- State Requirements — Director and Teacher assistant will need to have a background check to comply with state requirements.