

**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. Enter weekly contributions to general fund, building fund, special funds, and donor designated funds.
2. Maintain accounts by:
  - a. Balancing checking and savings accounts.
  - b. Submit reconciliation to treasurer for signature.
3. Prepare financial reports for the council and voters on a periodic basis
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 fund-based 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 an hourly wage.
- 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.