

BOOKKEEPER

FIRST PRESBYTERIAN CHURCH

521 Lakeside Avenue
Coeur d'Alene, Idaho 83814

December 2015

TITLE: Church Bookkeeper

PURPOSE: Maintain First Presbyterian Church and Glory Be Learning Center financial records including the preparation of payroll and payment of bills. Also provide proper and timely accounting of church financial records

ACCOUNTABILITY: Reports to the Church Administrator. Accountable to Pastor as Head of Staff and ultimately the Session of the church.

HOURS: This is a part-time position, 30 hours per week. Salary determined based on experience.

RESPONSIBILITIES:

1. Shall make disbursements of church funds as authorized in the budget or by Session actions subsequent to budget preparation and approval.
2. Shall prepare monthly financial statements for the Finance Ministry Team, the Session and other financial statements within reason and with prior approval of bookkeeper's supervisor in all operations of the Church and Glory Be Learning Center.
3. Maintain an efficient purchase order and voucher system for the payment of authorized supplies and equipment.
4. Coordinate with the Church Administrator and Head Counter to ensure that all funds are counted and deposited in a timely basis.
5. Prepare and file necessary reports to appropriate governmental agencies and church authorities.
6. Attend Finance Ministry Team meetings.
7. Prepare and deliver the treasurer's report at the annual meeting as well as copy for the Annual Church Report.
8. Perform all necessary bookkeeping functions as per GAAP accounting standards including but not limited to following:
 - a. Audit Bills
 - b. Write Checks
 - c. Prepare Invoices

- d. Maintain the General Ledger to GAAP Accounting Standards
 - e. Maintain all church banking and investment accounts
 - f. Prepare payroll and related reports
 - g. Enter Contributions
 - h. Work with member of Finance Team for tax preparation.
9. Act as a liaison with Finance Ministry Team.
10. Work with the Session to provide information for an annual review and/or audit.
11. Provide guidance to Session for budget control.

QUALIFICATIONS:

- 1. 5+ years of experience as Bookkeeper. Church bookkeeper preferred.
- 2. Minimum 2 year college degree or equivalent job experience.
- 3. Knowledge/proficiency in computerized accounting systems and office software; QuickBooks Premium, MS Office (Word, Excel), On-line banking protocol and EFTPS processing, and custom accounting software such as Shepherd's Staff.
- 4. Knowledge/experience in the areas of general ledger, cash disbursements and payroll.
- 5. Be reasonably available to allow for emergencies.
- 6. Good interpersonal skills.
- 7. Ability to work with detail.
- 8. Ability to handle and to respond to financial questions in a timely manner.

EVALUATION: Performance reviews will be conducted after the first 90 days and annually thereafter jointly by Church Administrator with input from Pastor as Head of Staff, Finance Ministry Team Chair and the Personnel Team. The Personnel Team will review, at least annually, the adequacy of compensation and the terms of employment.

NOTE: We are an Equal Opportunity Employer in regard to gender, race, age or marital status. In keeping with our Child Protection Policy and the presence of a licensed child care facility on our premises, fingerprinting and F.B. I. background checks are required. Employment depends on being suitable to work near children. Once hired, the \$45.00 fee will be paid by the church.