

Bookkeeper - Job Description Presbyterian Church of Madison

The Bookkeeper manages the financial business of the church so that all income, expenses, assets, liabilities and fund balances are accurately controlled and reported.

Part-time, \$1,000/month; In office at least one day/week

General Work Assignments

Manage contributions

- Monitor Breeze (church management website) for donations
- Prepare acknowledgement letters as requested by Finance Committee
- Post all revenues in QuickBooks

Purchasing Control

- Enter accounts payable into QuickBooks and obtain proper approval for each voucher/invoice.
- Prepare vendor checks weekly and attach to invoice/voucher for signing.
- Mail vendor checks.
- Create and maintain vendor record including Proof of Insurance Certificates for vendors

Bank accounts and financial statements

- Make bank deposits and if needed, bring to bank
- Prepare bank reconciliations monthly for all bank accounts by the 8th day of the month
- Maintain Excel schedules for designated gifts, endowment account activity, due to/from endowment accounts, fund balances and tracking of other financial data.
- Compute gains/losses for endowment account and record journal entry for endowment account activity for each month.
- Prepare monthly and year-end adjusting journal entries and record.
- Prepare monthly financial statements for Session meetings.
- Assist in budget process by providing financial information.
- Enter budget info
- Print periodic reports for committees and as requested.
- Assist in annual reporting to Presbytery
- Maintain files and all financial records in an orderly fashion periodically archiving when needed
- Secure all checks, personnel documents and sensitive records
- Ensure QuickBooks is backed up on a monthly basis
- Work with the Treasurer, Session and Pastor to ensure proper internal controls
- Provide material and reports for Annual Independent Financial Review

Payroll process

- Prepare payroll for processing bi-weekly.
- Ensure withholdings and payroll deductions are properly calculated and in accordance with all Federal, State and Local statutes
- Compute, record and report payroll to Paychex.
- Review checks for accuracy.
- Notify church Treasurer promptly if a funds transfer is necessary to cover payroll
- File workers' compensation and disability forms, as necessary.
- Prepare and file Form 1099's

- Record Employee Pension Contributions and forward to Fidelity
- Perform annual Worker's Compensation audit

Personnel duties

- Maintain employee files to include: Employment application, tax forms, vacation/personal days off, workers' compensation claims, disability claims.
- Work with Pastor/Head of Staff, Presbytery and others to ensure the Church, as an employer, is complying with the FLSA and all Federal, State and Local personnel-related statutes.

Knowledge and Skills

- Thorough understanding of accounting principles and practices including Fund Accounting. Proficient in Microsoft Word, Excel, QuickBooks; knowledge of Breeze Church management system helpful
- Ability to work independently and accurately.
- Skilled at organizing work activities and completing in a timely manner.
- Ability to maintain confidentiality.

Evaluation

An annual performance review will be conducted by the Head of Staff in conjunction with the Personnel Committee with input from the Treasurer.

Accountability

The accountant reports to the Treasurer and Pastor/Head of Staff.

If interested, please email resume to The Rev. Jacqui Van Vliet:

jacqui@pcmadison.org