

## Job Description

Title – Church Bookkeeper

Team: Administrative staff

Reports to: Staff Elder of Administration, Senior Staff Elder

Work Hours: 20-30 hours weekly

Approved by: Senior Staff Elder

Other Benefits: See employee handbook



The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities and skills required.

### Qualifications & Skills:

- Unmistakable love for God, His Word and His Church.
- Proficiency with G-Suite applications, Microsoft Office, and the use of general office machines.
- Proficiency with Intuit QuickBooks accounting software
- Minimum of 3 years accounting or bookkeeping experience, preferably in a church or other non-profit environment
  - Proficiency in double-entry accounting (credits/debits) preferred

### Responsibilities

- Process payroll for the staff
  - Maintain vacation and sick records.
  - Prepare annual W-2s and 1099s.
- Prepare bank reconciliation statements monthly.
  - Reconcile cash and balance sheet accounts (credit cards, deferrals, debt) regularly.
- Prepare monthly, quarterly, and annual budget financial reports for the Staff Elder of Administration.
- Prepare monthly reports of financial position, results of operations, and accompanying notes for the Elder Board and Stewardship Committee within 10 days of month end closing.
- Work closely with Staff Elder of Administration and the church treasurer to create and analyze financial reports and ensure compliance with financial best practices.
- Participate in the preparation of annual budget.
- Prepare and submit all applicable tax payments on behalf of the church and preschool.
- Promote compliance with church doctrine, federal and state regulation, accounting pronouncements and other financial authority.
- Safeguard the integrity of all financial records, tangible and electronic.

**Expectations:**

- Be an active part of the life and culture of the church, including attending worship services and participating in a community group.
- Mature, Christ-like character.
- Ability to exercise discretion, good judgement, confidentiality, and patience in personal relationships and in management of information.
- An amiable relationship with other team members and pastoral staff.
- A teachable and courteous disposition while working with others.
- Demonstrate professionalism through appearance, attitude, and allegiance.
- Ability to organize, prioritize and execute tasks in a timely manner (able to perform under deadlines and pressure).
- Possess a broad knowledge of church policies and procedures.
- Commitment to the doctrine, philosophy, and direction of CCC.
- Ability to organize, prioritize and execute tasks in a timely manner. Able to perform under deadlines and pressure.

**Physical Requirements**

- Prolonged periods sitting or standing at a desk and working on a computer.
- Must be able to stoop and crouch to access office supplies.
- Must be able to lift up to 25 pounds at a time.