



**Position:** Bookkeeper

**Description Date Created/Updated:** October 2020

**Position Status:** Part Time, 15 hours/week

**Pay Rate:** \$12,979.20/year

**Supervisor:** Finance Committee

**Benefits:**

PTO: 3 Weeks, + 1 week of paid study leave

Materials budget: None

**Responsibilities:**

This position ensures the church financial records are updated in a timely and accurate manner. Financial records include in-person, mailed and online giving; cash disbursements, accounts payable, payroll, financial reports on activities, budgets, restricted contributions and funds as well as disbursements.

The bookkeeper works directly with church staff and session to communicate the status of budgeted expenditures, budget requests, and expenditure approvals according to church policy established by the session.

The bookkeeper works with confidential information and must respect privacy and have the confidence of church leaders.

**Job Functions:**

- Process payroll for church staff and contractors (verifying the information from supervisors and staff is more work than actually processing the payroll)
- Prepare checks or online payments for all accounts payable
- Prepare monthly, quarterly and annual financial reports
- Maintain confidentiality of information learned and used
- Coordinate requests and payments to partnership ministries, including record keeping
- Work with deacons and assistant treasurer to reconcile in-service offerings
- Spearhead all tax-related concerns
- Reconcile all credit card and bank accounts with appropriate financial back-up
- Retrieve and record all online donations into bank account
  
- Use computer software such as “Quickbooks”

**Application:**



Send a resume, along with two references to Jim Partridge ([Jim@cityreformed.org](mailto:Jim@cityreformed.org).)