

FINANCE BOOKKEEPER

Purpose: To insure accurate and smooth management of contributions, accounts payable, and payroll.

Reports to: Finance Director

Annual Review: Finance Director and Parish Administrator

Paid Position? _____ **Full time** _____ **Part time** or _____ **Ministry**

Specific responsibilities of this position include:

Contribution Management

- Receive, count, deposit and post pledges and contributions from worship services
- Send quarterly and year-end pledge contribution statements
- Change envelope numbers and send out new envelopes for each new year
- Enter new pledges in computer and maintain accurate records
- Handle all contribution correspondence
- Post collections to the General Ledger

Accounts Payable

- Receive, stamp for approval/purchase order and enter invoices in computer; write checks; maintain records and files
- Handle all accounts payable correspondence

Payroll (if done in-house)

- Write semi-monthly and monthly payroll for all paid employees as scheduled
- Enter new employees and set up payroll information in ACS payroll module
- Figure payroll taxes, maintain current tax requirements and information
- Prepare 1099's and W-2 forms at end of year

Other Duties

- Attend Finance Committee meetings
- Perform backups and close accounts at end of each month, quarter, and year end
- Print budget statement reports for staff at end of each month
- Balance the Foundation check book monthly
- Maintain current Notary license
- Retrieve money from church safe after worship services; keep pledge envelope bags available for each worship service