

Waterford Central United Methodist Church

Bookkeeper Job Description: Summary (Part Time)

Job Title:

Bookkeeper

Ministry Purpose:

The bookkeeper is responsible for the preparation of all necessary journal and ledger entries required to fulfill the specific responsibilities listed below, and preparing all forms and reports required by law, the Conference, and church committees using good accounting practice.

Qualifications:

- Prior bookkeeping experience
- Strong organizational and communication skills
- Attention to detail and accuracy
- Competence in computer and bookkeeping software
- A mandatory background check will be performed every 2 years

Responsibilities:

- Execute payroll and related taxes on a bi-monthly basis.
- Prepare and enter monetary deposits.
- Process accounts payables and receivables.
- Prepare and distribute monthly financial statements.
- Maintain and enter new and existing vendor records.
- Process new hire paperwork.
- Work with Stewardship committee and Pastor on annual Stewardship campaign.
- Attend budget meeting to prepare upcoming calendar year budgets and provide overall support for annual process.
- Work with Endowment committee to record and complete quarterly statements.
- Work in collaboration with other office staff.
- Attend monthly evening Finance Committee meeting.
- Attend the evening all staff meeting on a quarterly basis.
- Work with CPA for annual reviews/audits annually.
- Complete Year End in accounting system.
- Additional or diminished responsibilities as determined by Staff Parish Relations Committee and Senior Pastor.

Work Hours and Schedule:

- 15-25 hours/week depending on the time of month.
- Work to be completed in church office.

- Regular daily schedule every week established by the bookkeeper in cooperation with the Senior Pastor.

Compensation:

- Compensation to be reviewed annually.
- As a part-time support staff position will qualify for inclusion in a matching pension program of up to 3% of salary (as of April 1, 2014).
- This position qualifies for paid holiday if the holiday is on a scheduled work day; if not that day, the day before or after as determined by Senior Pastor.
- Please refer to Policies and Guidelines Procedures for Part-Time Employees document for more information.

Supervision:

Reports to the Staff Parish Relations Committee and Finance Committee for overall supervision and Senior Pastor for daily supervision.