

TITLE: Bookkeeper/Payroll Clerk
STATUS: Non-Exempt, Part Time
CLASSIFICATION: Support Staff

- I. **Purpose:** To maintain financial records and provide payroll services for the church.
- II. **Accountability:** This position is accountable to the Senior Pastor/Head of Staff, and under the direction of the Administration and Finance Teams.
- III. **Responsibilities:**
 - A. Bookkeeping
 1. Maintain records of all receipts and disbursements (general ledger and QuickBooks). Receive all accounts payable invoices and pay on timely basis; expense to proper general ledger account or designated fund.
 2. Provide financial data for the preparation of monthly reports for the Finance and Stewardship Team and the Session; provide data, as requested, to the team and/or the Session regarding receipts, giving trends and patterns, etc.
 3. Relate to the various Session teams to effect receipt, disbursement and accountability of appropriate financial records for each team's activities.
 4. Assist in the preparation of the annual budget and, following Session approval, to monitor income and expenses monthly. Advise the Pastor, staff and team moderators of budget variances, as necessary.
 5. Attend meetings of the Finance Team, as required, and to present at those meetings financial reports and recommendations in regard to the budget, church financial and internal control matters.
 6. Advise the Senior Pastor and Session of opportunities to improve current bookkeeping practices.
 7. Assist Session in procuring an auditor, and assist the same in completing audits.
 8. Prepare financial reports as needed for government agencies and denominational entities. Prepare forms for reporting income, taxes withheld and FICA.
 - B. Payroll Clerk
 1. Ensure periodic completion of payroll, whether in-house or outsourced.
 2. Maintain benefit information and required forms of benefits providers.
 3. Maintain employee files and new hire paperwork
 4. Be or become familiar with federal and state wage and compensation laws; insurance and risk management; and other mandatory workplace requirements.
 - C. General
 1. Serve as contact to administrative vendors (payroll, insurance, office)
 2. Maintain administrative vendor files
- IV. **Education and Qualifications:**
 - A. Relevant experience in bookkeeping, payroll, and office administration tasks
 - B. Proficient in Microsoft Office software and QuickBooks.
 - C. Experience or ability to learn church management software program.
 - D. Good interpersonal skills.
 - E. Adept at planning and organizing.