

HOPEWELL PRESBYTERIAN CHURCH FULL-CHARGE BOOKKEEPER

Purpose: To maintain the Church's financial records and perform bookkeeping duties that assist the Church in carrying out its mission and ministry.

Responsibilities:

- Maintain confidentiality in all financial information.
- Maintain financial records in a neat and organized manner.
- Maintain general ledger for all accounts within Church's responsibility using approved software.
- Maintain individual donation records using approved software, and generate donor statements of giving as directed, but at least annually by each January 31 for the prior year's donations.
- Record deposits, and follow up as necessary.
- Prepare disbursements, record disbursements, and follow up as necessary.
- Prepare payroll, record payroll, and follow up as necessary.
- Prepare journal entries, record journal entries, and follow up as necessary.
- Maintain Memorials records by year and month donation given, and prepare donation acknowledgements of memorials on a regular basis.
- Prepare or assist as directed monthly financial reports to Session, and to committee heads as requested, and follow up as necessary.
- Prepare quarterly and annually payroll and payroll tax forms and reports for Treasurer's signature; maintain copies of all such forms and reports in financial records.
- Maintain monthly sales tax refund data; prepare semi-annual sales tax refund request form for Treasurer's signature; maintain copies of all such forms and reports in financial records.
- Assist as directed with annual budget document preparation.
- Advise Treasurer of any financial errors, discrepancies or concerns, and follow up as directed.

Skills Required:

- Full-charge bookkeeper with training and experience
- PC software experience using Quickbooks, Microsoft Excel, and Word
- Good organizational and time management skills
- Good typing skills
- A positive, friendly demeanor and able to work as part of a team

Supervision:

Reports directly to the Pastor Head of Staff and the Personnel Committee, but also to take direction from the Treasurer. Daily work issues handled by the Pastor or alternatively, the Treasurer. Conflict resolution, performance issues addressed by the Personnel Committee. Annual performance review and salary review conducted by the Personnel Committee.