

MINISTRY TEAM POSITION DESCRIPTION: BOOKKEEPING CLERK

PURPOSE OF POSITION:

Participate in the mission of First Covenant Church by overseeing the financial operations of the church office, thereby ensuring our ministries are carried out in an efficient, effective and ethical manner.

POSITION: 8 to 10 hours a week

RESPONSIBLE TO:

Church Leadership: Financial Officer, Financial Secretary, Treasurer, Executive Pastor

Direct Supervisor: Director of Administration

JOB RESPONSIBILITIES:

Bookkeeping (75%)

- Verify accuracy of all invoices and check/payment requests and record into the accounting system (QuickBooks) as accounts payable, consulting with the Treasurer as needed.
- Work with the Finance Team to maintain an efficient and ethical process that follows sound accounting principles for receiving and processing invoices and check requests, resulting in timely payments of bills.
- Generate benevolence checks in collaboration with Senior Pastor and Church Leadership.
- Submit payroll, twice per month, and distribute checks as needed.
- Enter deduction information to Select Account after each pay period for medical and daycare reimbursement accounts. Navigate any discrepancies and act as liaison to Select Account.
- Guidestone Financial liaison for 403 (b)(9) retirement accounts administration.
- Manage the Health Benefits accounts for eligible employees, working with treasurer (BCBS)
- Work with employees to reconcile and process credit card payments in adherence to the credit card policy, and assist with accurately coding expenses in the church budget.
- Work with Finance Team and assist in conducting annual reviews of financial records.
- Contact vendors to verify or dispute invoice charges when brought to attention.
- Contact insurance and payroll companies with related questions and annual audits. (ex. WC audit)
- Verify employee income levels, payroll records, and other information for Medicare and other government benefits packages as necessary. (ex. Public Housing)
- Administer income withholding for child support alimony as necessary.
- Send out 1099s and all other forms related at year end.

Clerical (25%)

- Process and file background checks for new employees and volunteers.
- New employee onboarding participation.
- Manage process for PTO and St. Paul ESST tracking on paystubs; send spreadsheet report quarterly to supervisors.
- Manage schedule for recycling and shredding confidential documents
- Other duties as assigned; the responsibilities listed above are representative of the job and are not all inclusive.

BASIC QUALIFICATIONS & EXPERIENCE:

- Minimum High School Diploma
- Working knowledge of Quickbooks, Microsoft Excel or other Microsoft Excel and other Office programs.
- Basic knowledge of payroll processes.
- Willingness to learn new software.
- Knowledge of finance and accounting.
- Ability to analyze financial data and prepare reports.
- Willingness to work a flexible schedule and weekly communicate schedule to supervisor
- Ability to work in a confidential work environment with sensitive information.
- Must successfully pass a criminal background check.

ADDITIONAL PREFERRED KNOWLEDGE, GIFTS, SKILLS AND ABILITIES:

- Three to five years experience as a bookkeeper.
- Ability to work as part of an established team of paid ministry team members and volunteers.
- Excellent time management.

EMPLOYEE: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as the organization's needs change, my job description may change

Signature

Date

SUPERVISOR: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this position.

Signature

Date