



Bookkeeper Job Description

OVERVIEW: This bonded position entails all the work associated with outgoing money and expenses. It comes with a 10—15-hour work week and two weeks of vacation time. The bookkeeper reports directly to the pastor and also works closely with other staff, volunteers, and church leaders.

SPECIAL NOTICE: The person in this position cannot also hold the Financial Secretary position. There is a clear separation between the income side of our finances and the expenses side.

SPECIFIC DUTIES: Please keep in mind that other needs may arise. Furthermore, some weeks in the life of the church may be especially busy, such as during advent or lent.

- Contribute to the Community of Hope main office environment in a way that exemplifies and promotes the mission and vision of the church. The office is to be a safe space that is welcoming and affirming to all who encounter it, whether by phone, email, or in person. A covenant between the staff and governing board is part of this.
- Attend staff meetings as requested.
- Serve on the finance committee. Paid employees serve without a vote.
- Properly categorize expenses.
- Administer accounts payable. This includes preparing check request forms for bills, preparing the checks, consulting with the treasurer who signs the checks, dispersing the checks, and filing the check request forms. This person must be proficient in QuickBooks.
- It's a strong possibility that administering payroll (and the associated taxes and documents) will be added to this position. The expectation is that it will be 10 hours weekly without the payroll responsibility, and at most 15 hours weekly with the payroll work.
- Monitor uncashed checks.
- Prepare payroll biweekly for all employees, send the information to the accounting firm, and provide direct deposit paperwork to new employees.
- Reconcile the account monthly.
- Assist in the creation of correct and timely reports for the finance committee and the governing board.
- Assist in the completion of the charge conference report in the fall.
- File reports for an annual audit in May.
- Work with the pastor on the end-of-year report in February.

HOW TO APPLY: Send letter of interest and resume to pastorcross@gmail.com. Applications received by July 1 will be given preferred consideration.