

Church Bookkeeper Job Description

Job Title: Bookkeeper
Reports To: Priest in Charge & Treasurer
Position Status: Part-time days (Non-Exempt) Mon-Thurs 3-5 hours/day (10-20 per week)
Position Pay: \$15.00/hour
Contact: Debbie Sansom/Treasurer 281-499-9602 opt 2 or accounting@allsaints-stafford.org

Overview of Position: The Bookkeeper is hired by the Bishop's Committee with the responsibility to maintain the Church's financial records, including but not limited to: general ledger, payroll, accounts payable and contributions.

Job Responsibilities and Duties:

Accounts Payable/ Receivable

- Make related journal entries for weekly cash deposits.
- Monitor and maintain the cash flow.
- Process bills for payment and maintain records.

General Accounting and Budgeting

- Assist the Church in preparing a yearly budget draft for review and adoption by the Bishop's Committee.
- Keep accounts and funds current.
- Balance checking account and investment accounts.
- Assist in maintaining and revising written accounting procedures in the areas of: cash processing, general ledger, accounts payable, payroll, and fiscal oversight.
- Perform other necessary and related work as may be assigned.

Payroll

- Process payroll (every 2 weeks for hourly and 2 times per month for salary)
- Pay monthly payroll taxes, file quarterly and annual payroll returns, prepare end of year W-2/W-3 forms, and maintain records.
- Prepare 1099 Forms

Pledges

- Obtain and record pledges made during the annual stewardship drive.
- Keep accurate and current records of congregation pledges and contributions.
- Enter weekly contributions to general fund, building fund, special funds, and donor designated funds.
- Prepare and send out quarterly and annual giving reports to contributors.
- Keep **confidential** all financial contribution information.

Reports

- Back up reports, as needed or required.
- Submit to the church Treasurer for the Bishop's Committee a general ledger transaction report monthly; provide detailed ledger entries to individual ministry teams as needed or requested.
- Prepare monthly financial statements for the Treasurer & Bishop's Committee. This will typically include balance sheet, income statement, and monthly pledging trends; statements may also include financial activities related to a capital campaign or other special financial circumstances, as requested.
- Present financial records to the Treasurer to take to the Bishop's Committee monthly meeting.
- Prepare year-end financial reports for annual meeting.
- Prepare for and cooperate with those appointed to perform occasional audits of financial record.