

**CHURCH NAME**

**(September 1,2021)**

**Job Description**

**Bookkeeper of CHURCH NAME**

1. **Position and Basic Function:** The bookkeeper position creates financial [transactions](https://www.accountingtools.com/articles/2017/5/15/transaction) and generates reports from that information for CHURCH NAME. The creation of financial transactions includes [posting](https://www.accountingtools.com/articles/what-is-posting-in-accounting.html) information to accounting journals or accounting software from such [source documents](https://www.accountingtools.com/articles/what-is-a-source-document.html) as invoices to customers, cash receipts, and supplier invoices. The bookkeeper also [reconciles](https://www.accountingtools.com/articles/how-do-i-reconcile-an-account.html) accounts to ensure their accuracy.
2. **Oversight:** The CHURCH NAME Bookkeeper reports to the \_\_TITLE\_\_\_\_\_
3. **Principal Accountabilities:**
4. Develop with the Treasurer a chart of accounts for the CHURCH NAME.
5. Post transactions and verifies that the appropriate chart of account matches the approved transaction.
6. Conduct periodic reconciliations of the financial software (ex. Quick Books – Church Windows) against the Bank records (No less than monthly) of all accounts to ensure their accuracy.
7. Pay supplier invoices in a timely manner
8. Provides the CHURCH NAME at least monthly the year-to-date receipts.
9. Provide each giving party (individual or other group) with an annual statement of all gross receipts for the year as required by statute.
10. Verify coding, posting of all receipts and expenditures and print checks as required. All printed checks will be given to \_\_\_\_\_\_\_\_TITLE\_\_\_\_\_\_\_\_\_\_\_\_ for signature and mailing as required. All checks in excess of US$500 will require a dual signature. Signature authority will be established by the Treasurer.
11. Input the annual [budget](https://www.accountingtools.com/articles/what-is-a-budget.html) that is approved by the Vestry into the approved financial software system being utilized by the CHURCH NAME.
12. Notify the treasurer when actual disbursements for any line item exceed 90% of the budget.
13. Provide to the Treasurer and the Priest/Vicar in Charge reports as requested by said parties.
14. Assemble information for internal and/or [external auditors](https://www.accountingtools.com/articles/2017/5/6/external-auditor)
15. Provide clerical and administrative support to the Treasurer, Priest/Vicar in Charge and Vestry as requested
16. **Personal Characteristics** (Edit this section as needed)
    1. Spiritually Mature Christian
    2. Have a relationship with our Lord and Savior Jesus Christ, believe the Scriptures are the inspired Word of God, have an active personal prayer life and be comfortable praying out loud for others in person or on the phone
    3. Believe in the Apostles and Nicene Creeds and seek to live a life reflective of the moral teaching of orthodox Christianity
17. **Character Traits**
    1. Personal integrity
    2. Discretion and the ability to protect confidential information
    3. Diplomatic, courteous and respectful
    4. Flexible
    5. Work well both independently and collaboratively
    6. Personally, well organized
    7. Self-motivated
    8. Warm and caring personality, while maintaining a professional demeanor
18. **Physical Fitness and Personal Health**
    1. Reasonably good health
19. **Desired Qualifications:** The bookkeeper candidate should have an Associate's degree in accounting or business administration, or equivalent business experience, as well as a knowledge of bookkeeping and [generally accepted accounting principles](https://www.accountingtools.com/articles/what-is-gaap.html). Preference will be given to candidates with a working knowledge of the CHURCH NAME accounting software package. Should be very detail oriented.
20. **Supervises:** None