



**POSITION DESCRIPTION: Church Bookkeeper**

**STATUS:** Part-Time, \$15,600.00 yearly, no benefits

**HOURS:** 24 Hours per week – Workdays to be negotiated with the Office Manager and SPRC

**General Purpose of Position:**

The church bookkeeper will work with the Pastor, Office Manager and Committee on Finance to implement and develop policies and procedures to support the ministries and missions of St. Paul UMC. The Church Bookkeeper provides essential accounts payable functions, clerical tasks, general bookkeeping duties, and will receive and record all funds received by the congregation in a timely, thorough and confidential manner.

**Organizational Relationship and Supervision:**

The Church Bookkeeper shall report to and be supervised by the Office Manager as it pertains to their duties and responsibilities and will work under the leadership of the Senior Pastor. The church bookkeeper will be responsible to learn and subject to perform all duties within the United Methodist *Finance Guidelines*, local church policy as determined by Committee on Finance, Senior Pastor, and Staff Parish Relations Committee. Attendance at the following meetings is required: Staff Meetings and leadership training events. From the date of employment, the bookkeeper will begin a 90-day probationary period, during which either the employee or employer may be released from the terms of employment at will without prejudice. A performance evaluation will be conducted at the end of the 90-day probationary period and then annually thereafter.

**Core Competency's:**

**Attention to Detail:** Consistently attempts to double check work and maintain accurate financial records; follows up and makes corrections on missing or out of balance items; resolves unanswered questions needed to address any financial errors or problems; Manages time effectively to complete all required monthly reports and responsibilities.

**Interpersonal Skills:** High level of integrity and trust a must. Establishes good working relationships with others, clergy, staff, laity, business representatives and all who are relevant to the completion of any church financial matter. Works well with people of all ages and races; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

**Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation and can demonstrate those values to others by consistently acting in a manner congruent with them.

**Technical Expertise:** Demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.

## **Responsibilities:**

1. Record all member's offerings and online gifts received and post to appropriate accounts. Maintain accurate member contributions using the church's software.
2. Make sure donors receive proper substantiation for all gifts by semi-annual Statements.
3. Disbursement of funds for accounts payable, requests for purchases from church members and ministry areas, and keep accurate records.
4. Inquire and/or follow-up on issues relative to vendors, billings, donations, etc.
5. Reconcile and balance church checking & investment accounts on a monthly rotating basis with the Office Manager.
6. Assist in Preparation of Annual Budget as guided by the Finance committee.
7. Monitor the cash flow of the operational budget.
8. Maintain the cash journals, general ledger, and all subsidiary ledgers.
9. Maintain all records for the various designated church funds.
10. Maintain and assistance of all St Paul Preschool financial deposits and procedures.
11. Generate a sense of hospitality, accessibility and approachability helping to foster closer relationships with the staff and members. Work daily to support a welcoming culture and connection in the church office.
12. Any other additional duties as assigned by the Office manager, Senior Pastor, Staff Parish or Finance team.

## **Preferred Aptitudes & Qualifications:**

- Having a vital and personal faith relationship with Christ and be willing to share your personal testimony with others.
- 5+ years' experience as a bookkeeper or related financial/accounting field.
- Strong attention to detail to produce high quality and accurate outputs
- Excellent time management and organization skills including the ability to plan and manage multiple concurrent projects and meet deadlines
- Basic mathematical and accounting skills
- Strong computer software skills in Microsoft, Excel, Word, & Outlook
- Administrative and clerical procedures and systems skills including managing files and records
- Excellent written communication skills
- QuickBooks or other accounting software experience

Interested applicants should submit a resume and cover letter to [info@stpauljax.org](mailto:info@stpauljax.org)