

First Congregational Church of St Louis
www.firstcongregational.org

POSITION DESCRIPTION

- TITLE:** Bookkeeper
- HOURS:** 10 - 15 hours per week
- SUPERVISOR:** Minister of Administration with reporting relationship to Stewardship & Administration Committee
- PURPOSE:** The part-time Bookkeeper position is responsible for administration and bookkeeping duties as required to insure efficient operation of the church budget, preparing monthly financial statements, keeping track of all sources of revenue and paying all financial obligations of the church.

PRIMARY DUTIES AND RESPONSIBILITIES:

Prepare and maintain church accounting records in accordance with normal accounting practices.

- Allocate vendor invoices to appropriate budget categories.
- Record all contributions (including electronic) and other sources of revenue in the church financial software.
- Prepare and submit payroll semi-monthly for church staff through payroll vendor.
- Arrange for automatic payment from church checking account on all approved recurring bills.
- Complete payment process for other invoices promptly.
- Create and distribute quarterly contribution statements.

Generate monthly income and expense reports prior to meetings of the Church Council and Committees.

Issue a quarterly report of assets, net worth, special funds and all other account balances.

Provide financial data as requested by Budget Committee during annual budgeting process.

Enter approved budget amounts for the new financial year into the accounting system within two weeks following the Annual Meeting of the Congregation.

Meet monthly with church staff and church volunteers with fiscal responsibilities.

QUALIFICATIONS

Proficiency in QuickBooks.

Knowledge of fundamentals of efficient bookkeeping practices.

Demonstrated proficiency and knowledge of word processing and data entry.

Strong organizational and interpersonal skills conducted with a high level of accuracy and confidentiality.