

POSITION DESCRIPTION

The Bookkeeper provides support services for keeping accurate records of all church financial accounts, recording payments and reimbursements, maintaining accounts and bank statements, and creating financial monthly and annual reports for the council, the Finance team and ministry coordinators.
This position is expected to average 15 hours/week and reports to the Office Manager.

Standards for performing all duties are as follows:

Work must be accurate, on-time and properly reported. Work will be accomplished efficiently, effectively and with little need for supervision and direction. Proper checks and balances will be established and/or be maintained to minimize financial risk. Confidentiality will be strictly maintained. The bookkeeper will foster and maintain strong relationships with the church staff and church leaders with whom s/he interacts in accomplishing these duties.

JOB RESPONSIBILITIES and DUTIES

BILL PAYMENTS

1. Ensure proper approval has been documented on all bill/reimbursement requests
2. Enter online bill payments in accounting system
3. Enter bills/reimbursements into Waukesha State Bank's online bill pay system for approval by Treasurer or Office Manager
4. Message to Office Manager to release check payments
5. Enter individual credit card transactions into accounting system and make payment to Bank.

PAYROLL RELATED (in conjunction with Office Manager)

1. Enter salary changes into Portico for eligible employees
2. Record semi-monthly payroll into accounting system – reviewing payroll amounts for any unusual changes compared to prior payroll
3. Invoice Preschool for their portion of payroll
4. Input and run bi-monthly payroll during absences.

GIVING RELATED

1. Review weekly tally sheet detail in accounting system
2. Review online contributions in accounting system
3. Reconcile monthly report prepared by the Financial Secretary.

REPORTS

1. Pay benevolences after review from outreach teams
2. Gather and prepare initial draft of the annual budget in conjunction with Treasurer
3. Respond to occasional special requests regarding the congregation's finances from council, pastors, or finance team.

MISCELLANEOUS JOB DUTIES

1. Back up accounting system as needed (minimum weekly)
2. Record journal entry for benevolences
3. Assist with annual audit process as requests are made from audit team
4. Draft the ELCA synodical annual report as it pertains to accounting
5. Transfer funds between accounts as necessary.

MARGINAL/NON-ESSENTIAL DUTIES

1. Pursue continuing education and reading to build skills for the job.
2. As needed: support staff meetings and leadership meetings to bring insight and innovation to ministry discussion.

WORKING RELATIONSHIPS

1. This position reports to the Office Manager.
2. The bookkeeper does not supervise anyone, but works collaboratively with the Pastor, Church Treasurer, Office Manager and Financial Secretary.

JOB SKILLS AND KNOWLEDGE REQUIREMENTS

1. Minimum of a high school Diploma; preferred bachelor's degree in administration, business, management, finance, or equivalent life/work experience such as bookkeeping or treasury experience
2. Knowledge of finance and generally accepted accounting principles
3. Demonstrated proficiency in computer skills (Office) and accounting software; ability to utilize church accounting software
4. A commitment to work in a confidential environment with sensitive information
5. Strong communicative and collaborative skills.

PHYSICAL DEMANDS

Most work is performed in a small office environment. Most of the time is spent seated at a desk with access to telephone and computer. The job requires infrequent standing and walking. There are frequent verbal communications with people in person or by telephone.

MENTAL DEMANDS

The duties of the position require independent and strategic thinking. Duties require precision and adherence to strict time deadlines. Reading and analysis of computerized financial reports is required.

This job description is a summary of the typical functions of the job and not a comprehensive list of all possible duties. Other responsibilities and duties, which are not included in this description, may be assigned to the job incumbent.

FLSA Status: Hourly Nonexempt

Prepared By: Pastor Brian Halverson/Tom Potratz

Prepared Date: 9/01/2021

Approved By: Church Council

Approved Date: 6/1/2021