

Position:	Church Bookkeeper
Department:	Administration
Supervisor:	Administrator
Subordinates:	None
FLSA Classification:	Non-Exempt
Date Prepared:	October 16, 2016

POSITION SUMMARY

The Church Bookkeeper is responsible for ensuring that all fiscal transactions for All Souls Unitarian Universalist Church are accomplished, and recorded, in a manner that is timely, accurate, thorough and consistent with All Souls' fiscal policies. This person is also responsible for providing administrative support to the Ministerial Staff and other church governance groups as appropriate.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- A) Performs and records accounting transactions for cash management, accounts payable, budgeting, and financial reporting
 - 1) Cash management
 - a) Reviews deposits and enters in Quick Books & Excel
 - b) Enters cash expenditures from EFT, check card, or checks
 - c) Regularly reconciles cash accounts or automatic deposit reports
 - 2) Accounts payable
 - a) Generates checks to pay all approved bills, obtains authorized signature; mails checks with appropriate documentation; files paid statements/invoices
 - b) Reconciles church credit card, check card, and other accounts (e.g., Costco, First Citizens Bank, office supply stores, Strasser's).
 - c) Troubleshoots issues relating to vendors' services or vendors' billings
 - d) Ensures proper expense coding and budget coding
 - e) Generates checks for expense reimbursement, ensuring church policy is followed in such instances.
 - 3) Financial reporting
 - a) Closes books monthly:
 - (1) Verifies and adds transactions from online bank statement and financial services companies.
 - (2) Enters contributions to Church Management System (CMS) database.
 - b) Prepares reports as requested by supervisor.
 - 4) Miscellaneous
 - a) Maintains records of all pledges
 - (1) Records new pledges in Church Management System (CMS); e-mails notices to the treasurer, stewardship chair, and their designees
 - (2) Responds to members regarding pledge status and needed changes

- b) Maintains records of all donations
 - (1) Acknowledges receipt of all new pledges for operations and capital campaign.
 - (2) Creates statements and sends to membership regarding their pledges to operation and capital campaign accounts.
 - (3) Acknowledges non-monetary donations to the church.
- c) Provides customer service to the membership.
- d) Maintains confidentiality regarding all individuals' financial matters.
- e) Maintains all financial files.

B) Administrative support

- 1) Provides administrative support to the office staff
 - 1) Performs a variety of administrative tasks, i.e., answers phone for all staff as needed; maintains public supply of financial and scheduling forms; greets office visitors, requests equipment repairs, etc.
 - 2) Collaborates with Administrator in communication of financial procedures to the membership. Performs other duties as requested by Office and Ministerial staff and other church governance groups as appropriate.
 - 3) Attends Finance Committee and Staff Meetings