

Position Description
Bookkeeper - HMPC
February 2021

Purpose: The Church Bookkeeper is responsible for maintaining financial records and preparing reports for the church, including all receipts, accounts payable, payroll preparation, and financial reporting. The church bookkeeper shall also perform such other accounting and bookkeeping duties as may be requested by their supervisor or the head of staff, and the duties outlined below

Part Time / Hourly / Non-Exempt Employee

Reports to: Church Business Administrator

Responsibilities:

A. Contributions

- Process and post weekly offerings and donations.
- Manage and process online donations.
- Take deposits to bank.
- Post journal entries as needed from contribution batches.
- Process monthly drafts of pledges.
- Verify accrual accounts for balances and accuracy.
- Issue donation letters for stock transfers and non-cash giving.
- Process and email/mail semi-annual and end of year contribution statements.
- Notify Memorial Committee and Administrative Assistant of memorial and Foundation Birthday gifts for the church newsletter.
- Maintain and edit giving number list for current and next year.

B. Miscellaneous Cash Receipts

- Process miscellaneous cash receipts as needed.
- Take deposits to bank.
- Post receipts and generate corresponding journal entries.
- Maintain and update Cash Log for deposits, payables and drafts.

C. Accounts Payable

- Process and pay approved invoices in a timely manner.
- Generate and mail checks.
- Track sales tax paid and file for reimbursement from state (Jan-June, July-Dec).
- Maintain payable files.
- Generate and process yearly 1099 forms.

D. Payroll

- Process bi-monthly payroll with Ministry Works.
- Verify journal entries for misc. deductions (flex accounts, annuity accounts, employee-paid insurance, HMP tuition, etc.)
- Provide new employees with Ministry Works login information.

E. Financials

- Generate and process journal entries as needed.

- Review reports for correctness and generate adjusting journal entries as needed.
- Distribute financial reports on a monthly basis to treasurer and Finance Committee, as well as specific groups.
- Enter pledges during Stewardship season and prepare weekly updates to Giving Ministry Team and Pastor/Head of Staff.
- Enter and maintain yearly budget figures.

F. Hudson Memorial Preschool

- Process HMP deposits as needed through Miscellaneous Cash Receipts.
- Process and post journal entries as needed to reconcile HMP to HMPC.

G. Maintain Office Hours

- Be available at HMPC for staff, members and volunteers to access for bookkeeping services on two regularly scheduled days per week.
- In the event of illness or scheduling issues precluding being present on regularly scheduled days, providing alternate times and/or methods to communicate regarding needed bookkeeping services.

H. Miscellaneous Services

- Works with the Finance Committee, Giving Ministry Team, HMPC Foundation Board and other groups to provide requested reports and information needed for budgeting and financial operations of the church.
- Provide year end financial figures for HMPC Annual Report and Session Annual Statistical Report

Skills, Attributes & Experience Needed:

- Background and experience in accounting and bookkeeping sufficient to carry out the duties listed below.
- Familiarity with the church's bookkeeping software (Church Windows).
- Proficiency with Excel for preparation of spreadsheets for budgeting and reports.
- Ability and willingness to maintain strict confidentiality regarding the financial situation of the church and donations of its members.