

# LAKEWOOD

C H U R C H

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Position: Church & Preschool Bookkeeper  
Reports to: Church Office Manager  
Supervises: Office Volunteers

**General Description:** The role of the Church & Preschool Bookkeeper and Office Coordinator is to work with the Office Manager and Finance Team in leading Lakewood Church and Lakewood Preschool through fiscal responsibility and forward thinking to support Lakewood's mission: To connect people to God, grow follows of Jesus, and impact the world for God with love.

This is a full-time position with eligibility for insurance benefits and accrued vacation. Bookkeeper is expected to work 30 hours per week over minimum of 4 days per week.

Education: College degree in accounting or finance, or pursuit of degree is preferred. Adequate work experience can replace educational requirement.

**Qualifications:**

- Must be a follower of Jesus Christ, professing Him openly as Savior and Lord, and must demonstrate that belief through character, daily conduct, speech, and reputation.
- Have a high level of buy-in with the church's mission, vision, and strategy.
- Highly organized and strong attention to detail with a "can-do" attitude.
- Handle many tasks and things at once.
- Be proficient in Microsoft Office and QuickBooks.
- The ability to work well with people and teams.
- Excellent communication skills.

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## Position Overview:

### *Church Bookkeeping:*

1. Operate under the general supervision of the Lakewood Finance Team and the direct supervision of the Office Manager.
2. Review and pay all invoices, including review for proper authorization.
3. Prepare and distribute monthly financial reports using QuickBooks.
4. Prepare annual budgets with Finance Team.
5. Prepare and integrate giving records and statements in Tithely/QuickBooks.
6. Attend Finance Team meetings (usually during the day).
7. Reconcile all bank and stock accounts monthly.
8. Review and integrate payroll bi-monthly from ADP.
9. Review payments of payroll taxes on a timely basis, and remit any needed employee contributions not handled by ADP.
10. Review and submit quarterly 941's and annual W-2's.
11. Keep records for employee health insurance.
12. Administer pension plans for eligible employees.
13. Prepare the Annual Report for conference.

### *Preschool Bookkeeping:*

1. Prepare monthly financial reports using QuickBooks.
2. Process all billing and invoicing using QuickBooks.
  - a. Includes invoicing & collection for preschool tuition, fees, etc.
  - b. Includes all vendor invoice payments
3. Prepare and submit payroll to ADP.
4. Prepare monthly bank reconciliation.
5. Prepare and submit VPK attendance to State for payment.
6. Review payments of payroll taxes on a timely basis, and remit any needed employee contributions not handled by ADP.
7. Prepare Annual report for Preschool Board and Lakewood Church One Church Board.

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CHURCH

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## *Lakewood Church Office Duties:*

1. Coordinate office volunteers to answer phones and to do other office tasks as assigned.
2. Assist office manager and event coordinator with preparation, printing, and mailing as needed.

## **Salary & Benefits:**

- \$28,000-\$35,000 annual salary
  - Health, Vision, and Dental Insurance available
  - Eligible for Retirement Plan after 1 year employment
  - 2 weeks paid vacation
  - Flexible hours
  - Occasional work from home as approved by Office Manager
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