**Position Description
Part-Time Bookkeeper**

**Trinity Presbytery**

**POSITION TITLE:** Part-TimeBookkeeper

Non-Exempt, Part-time (10-15hrs/week, depending on the time of the month)

**POSITION REPORTS TO:** Financial Administrator

**POSITION RELATES TO:** Financial Administrator and General Presbyter

**PURPOSE OF POSITION:** The Presbytery Bookkeeper provides financial services necessary for the propermanagement and administration of the mission of Trinity Presbytery and support of its constituent congregations to promote the achievement of the goals and priorities of the Presbytery.

**POSITION REQUIREMENTS:**

* Profess faith in Jesus Christ and demonstrated commitment to the mission of the Presbyterian Church (USA)
* At least 5-7 years practical experience in fund-based accounting and account reconciliation
* Bachelor’s Degree in Business, Management, Finance, or Accounting (preferred), or equivalent experience in the field
* Understanding of payroll and tax accounting
* Sound analytical skills
* Meticulous attention to details and precision in account reconciliation and report generation
* Demonstrated proficiency in computer skills and programs, including Word, Excel, and specific fund-based accounting software
* Knowledge of QuickBooks accounting software is a plus but not required. Must be willing to train on QuickBooks if not knowledgeable
* A commitment to good interpersonal relationships, teamwork and support of Presbytery teams, commissions, committees, and focus groups
* A commitment to confidentiality regarding all account records, both of the Presbytery and staff, and member congregations

**DUTIES:** The duties of the Bookkeeper shall include, but not be limited to, the following:

**Pay Vendors and Process Monthly Payroll**

* 1. Assist with maintenance of vendor files including invoices, communications, and contracts.
	2. Process and record monthly payrolls according to Presbytery’s payroll schedule, pay payroll taxes, file quarterly payroll tax reports and prepare W-2’s as required, using payroll processing company.

**Maintain Accounts**

1. Assist with reconciling monthly bank statements and petty cash accounts as needed.
2. Maintain all aspects of accounts receivable, including church and individual revenue and gifts, loan payments, rent payments, and electronic payments.
3. Maintain all aspects of accounts payable, including preparing checks, and online electronic transactions.

**Prepare Financial Reports**

1. Assist with preparing annual church giving statistics and analyses.
2. Prepare and distribute church acceptance forms and remittance forms.
3. Assist with preparing and distributing periodic financial statements for all churches.
4. Assist with maintaining fixed asset depreciation schedule on Excel spreadsheet.

**Serve as Staff Support**

1. Serve as staff support for Financial Administrator.
2. Assist the Administrative Assistant to the General Presbyter, Stated Clerk, and Vital Congregations Coordinator with staff support, as time permits, in collaboration with the Financial Administrator.

**Provide Advise, Openness to Learning, Maintain Compliance, Attend Meetings, and Abide by Code of Ethics**

1. Advise the Financial Administrator and the General Presbyter of matters requiring their attention, or of suggestions for strengthening and improving the Presbytery’s financial management and accounting systems.
2. Exhibit willingness to learn all aspects of Presbytery's accounting and financial management systems, becoming cross-trained and enabling Presbytery to have another level of internal control within the systems.
3. Comply with the Presbytery’s Manual of Administrative Operations and Bylaws, including the appendices on personnel, protection and ethics policies.
4. Participate in regular team, commission, committee, focus group, and staff meetings as requested by the Financial Administrator or the General Presbyter.
5. Abide by the Code of Ethics of Trinity Presbytery.

**Participate in Audit and Complete Other Assigned Duties**

1. Assist with annual audit of presbytery financial records.
2. Complete other duties as assigned by the Financial Administrator or by the General Presbyter from time to time.

**EVALUATION:** Conducted annually by the General Presbyter and the Financial Administrator in consultation with the Personnel Committee of the Administrative Enabling Team.

**COMPENSATION:** Determined annually by Presbytery, upon recommendation of the General Presbyter to the Personnel Committee, through the Administrative Enabling Team, to the Presbytery Coordinating Team.

**TO APPLY, PLEASE SUBMIT THE FOLLOWING:**

* Letter of Application. The letter should address work experiences as outlined in the position description.
* Current resume.
* Three References. Please provide the name, address, phone numbers and email address for each of your references.

**SEND ALL REQUIRED DOCUMENTATION TO:**

**Via US Mail:**

Trinity Presbytery

c/o MaryAnn Massey

554 DaVega Drive

Lexington, SC 29073

**Via E-mail:**

TrinityPersonnelCommittee@gmail.com

Please submit documents in .doc, .docx, or .pdf file format.