

The People's Church of Chicago (UUA/UCC)
941 W. Lawrence Ave.
Chicago, IL 60640-8319

Contact:
Rev. Vilius Rudra Dundzila, Pastor
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Part-time Bookkeeper Job Description

Bookkeeping

- Receive all donations and payments (cash, check, and online payment methods)
- Record deposits and ensure all funds are deposited in a timely manner
- Create and send invoices to monthly renters in a timely manner
- Produce bi-weekly payroll with ADP
- Maintain paper and electronic financial records
- Record all accounts payable bills
- Coordinate payment of bills in consultation with the Board of Directors
- Produce & mail checks or authorize electronic bill payments
- Reconcile bank account on a monthly basis
- Coordinate with auditors to produce annual audit & 990s for PBC
- Create 1099 forms for contract employees
- Mail W-2s (produced by ADP)
- Maintain accurate records in QuickBooks and ADP
- Produce an accurate financial summary report on a weekly basis
- Produce regular financial reports for Board of Directors
- Other related responsibilities as assigned