

CHURCH STREET UNITED METHODIST CHURCH
Knoxville, Tennessee

Job Title: BOOKKEEPER
Reports to: Church Administrator
Date Created: 6/2004
Date Reviewed/Revised: 9/2022

DESCRIPTION: This person holds a part-time position assisting the Church Administrator to maintain proper financial records and carry out related functions in keeping with the mission and vision of the church.

QUALIFICATIONS:

BS in Accounting required. Knowledge of general accounting procedures and good working knowledge of computer operations. Two years experience in accounting required. Training and experience in church work is desirable.

DUTIES AND RESPONSIBILITIES:

- Operate a computerized system for complete accounting records including receivables, payables, general ledger and payroll.
- Post contributions to the individual accounts in church software, as well as, to the general ledger.
- Post all other receipts to the general ledger.
- Perform payroll functions, including payroll tax deposits, quarterly report filing, W-2's, 1099's, preparation of year-end reports and employee withholding statements.
- Reconcile monthly bank statements for the following accounts: Operating, Payroll and Building Fund. Verify reconciliations of the following accounts: Investment accounts and Trustees.
- Supervise billings and collections for church usage for weddings, funerals and altar flowers.
- Prepare Excel spreadsheets of restricted and designated accounts for the Church Administrator.
- Prepare Excel spreadsheets of all Building Fund Accounts.
- Prepare Excel spreadsheets for Continuing Education and Pastors' Accountable Reimbursement accounts.
- Transfer monthly all Building Fund donations from the operating account to the building fund account.
- Post Preschool tuition payments to the individual accounts in QuickBooks, and notify parents of late fees.
- Perform other related duties as assigned by Church Administrator.

EMPLOYEE SIGNATURE _____ DATE _____