

# ST. LUKE LUTHERAN CHURCH

## JOB DESCRIPTION



Role/Title: Bookkeeper

Role Summary: Serves as the bookkeeper of the church.

Possesses the following Characteristics and Skills: Action Oriented, Approachability, Functional/Technical Skills, Patience, Ethics and Values, Integrity and Trust, Interpersonal Savvy, Organizing, Planning, Process Management, Time Management, Informing, Peer Relationships, Perseverance, Drives for Results, and Written Communications

Duties and Responsibilities: Serves as the bookkeeper of the church. This role includes:

- Entering, verifying authorization and filing of invoices and vouchers.
- Writing and distributing checks in a timely manner, including payroll.
- Entering and updating employee information.
- Receiving time sheets for hourly employees.
- Making payroll tax payments after each pay period.
- Completing and mailing in state and federal tax reports each quarter.
- Producing financial reports requested by the church council.
- Prepare monthly treasurer reports to the church council.
- Prepare the financial statistics for the annual report.
- Oversee the Huntington premier savings and checking accounts, making appropriate transfers between the two.
- Communicate with the financial secretary and keep records of transactions between contributions and expenditures.
- All other duties as assigned.