
EMPLOYEE POSITION DESCRIPTION

First Congregational Church of Bellingham
United Church of Christ

Full-Charge Bookkeeper

PURPOSE:

The Full-Charge Bookkeeper is responsible for managing, under the direction of Church Leadership, the financial records of the church. This position handles all aspects of full-charge bookkeeping including accounts payable and receivable, payroll, endowments and bank reconciliations.

ACCOUNTABILITY:

The Bookkeeper reports to the Head of Staff (Pastor) and is accountable to the Church Council through the Personnel Committee. The Bookkeeper works closely with the Treasurer, the Board of Trustees, and the Ministry Funding Committee.

RESPONSIBILITIES:

1. Per documented approval procedure, processes check vouchers weekly.
2. Per documented approval procedure, processes payment of invoices via check and electronically.
3. Processes payroll as directed. Reports payroll taxes monthly and quarterly to the State of Washington and the Federal government and annually issues W-2s and federal and state documents. Tracks and records I-9 updates.
4. Per documented approval procedure, completes transfers between the various banking and investment accounts.
5. Performs monthly reconciliation of books (QuickBooks or other designated software) with bank statements and provides reports for Treasurer's review.
6. Records all deposits (pledges, offerings, and contributions) into designated bookkeeping software and Breeze (church management software) under the correct accounts.
7. Under the guidance of the Treasurer, oversees bank accounts, including ensuring authorized signer information is current; adding/removing employees from credit cardholder list; and adjusting credit card limits.
8. Prepares and mails pledge statements quarterly, or as directed. Respond to inquiries from donors.
9. Produces a monthly balance sheet, profit and loss report, and other reports, as requested. Presents financial data to Treasurer at the end of each month for review.
10. Maintains filing system of documents related to income, expenses, investments, budget and payroll.
11. Explains the financial statements and answers questions for members and church leadership.
12. Assists designated committees with reports and information to prepare next fiscal year funding; attends Ministry Funding Committee meetings (October-January).
13. Develops and maintains Full-Charge Bookkeeper Desk Manual. Provides training to designated staff member as "back-up" for payroll processes.

QUALIFICATIONS:

Required

- Minimum 2 years professional bookkeeping experience.
- Demonstrated experience with bookkeeping software and Excel.
- Demonstrated ability to be an independent worker, a self-starter, detail oriented, and highly organized.
- Willingness to support teamwork, collaboration, and a collegial approach with volunteers.
- Proven ability to be welcoming toward all people without regard to race, gender, sexual orientation, gender identity, country of origin, religion, socioeconomic status, or any other distinction.

Preferred

- Demonstrated experience with Fund Accounting.

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- 2-year accounting degree and 4 years professional bookkeeping experience.
- Experience or familiarity with Breeze church management software.
- Experience in working with a non-profit.
- Experience in customer service

TERMS OF EMPLOYMENT:

- The Employee Policy Handbook contains detailed information on terms of employment
- A Letter of Agreement (LOA) for the position will specify the work hours and the compensation for the position
- Final candidate will have a 90-day probationary period
- Hire is contingent on a background check (see Employee Policy Handbook for details)
- Employment of all employees with the church is at will

approved XXXXX