

## **Church Accountant/Bookkeeper Job Description**

**Job Title:** Church Accountant/Bookkeeper

**Reports To:** Church Stewardship/Finance Committee

**Position Status:** Part-Time Regular – Non-Exempt

### **Purpose**

To provide financial services to church members and professional church staff.

### **Job Responsibilities and Duties:**

1. To obtain and record pledges made during the annual stewardship drive.
2. To prepare quarterly giving statements.
3. To enter weekly/bi-weekly contributions to general fund, building special funds, and donor designated funds.
4. To keep Confidential financial contribution information.
5. To enter all invoices submitted for payment, cut checks, submit to church Stewardship for signature, and prepare for mailing.
6. To balance checking account and investment accounts and submit reconciliation to church Stewardship for signature.
7. To submit to the church Stewardship a listing of all checks written during the month.
8. To prepare monthly reports for the church Stewardship and Church Board and individual ministry teams.
9. To process payroll on a biweekly basis.
10. To prepare monthly, quarterly and yearly payroll tax forms and make necessary deposits, and prepare W-2s at year-end.
11. Prepare a yearly budget draft for review and adoption by the Church.
12. To back up the computer system.
13. To prepare for and cooperate with those appointed to perform a yearly audit of financial records.
14. To prepare year-end financial reports for annual meeting.
15. To perform other necessary and related work as may be assigned.

### **Job Skills and Requirements**

1. A minimum of an associate's degree in accounting from an accredited educational institution.
2. Practical experience in fund-based accounting and account reconciliation.
3. A demonstrated Christian faith commitment.
4. Demonstrated proficiency in computer skills including MS Word, Excel and Access, and specific fund-based accounting software.
5. Attention to detail and precision in account reconciliation and report generation.
6. A commitment to good interpersonal relationships, teamwork and support of church ministries.
7. A commitment to confidentiality regarding all account records, both of the church and staff, and the members.
8. Dependable attendance.

**Compensation**

**Salary negotiable; 2-4 hours per week**

**Apply by:**

**Resume and Cover letter to Gordan Swain  
by August 17, 2020. E-mail secretary@eb  
churchalexandria.org. By Mail to  
Emmanuel Baptist Church, 3801 Buckman  
Road, 22309**

**May also contact Dolores Allen,  
540-287-3928**