

CHURCH BOOKKEEPER

REPORTS TO: Lead Pastor **SUPPORTED BY:** Church Treasurer and Lead Pastor

POSITION SUMMARY: The Bookkeeper is responsible for the financial areas of ministry and the security of all checks and legal documents All accounting duties will be the responsibility of the Bookkeeper, supported by the Treasurer, with some duties being delegated whenever possible.

PRIMARY RESPONSIBILITIES:

- 1) Weekly – Attend staff meeting (9:00-10:30 am Tuesdays)
- 2) Bi-monthly Responsibilities
 - a) Record total offerings and direct deposits
 - b) Invoices
 - i) All invoices will be matched with purchase orders/agreements, examined by the Administrative Secretary to verify that the item, price and quantity invoiced are as ordered and received.
 - (1) All invoices will be approved by the Administrative Secretary.
 - (2) Invoices and supporting documentation will be given to the bookkeeper to code and print checks.
 - (3) Checks and supporting documentation are given to the Lead Pastor to approve before checks are signed by the Treasurer.
 - ii) All purchase orders, approved by the Lead Pastor, are required on any equipment or item costing more than \$150 before a check is written for it.
 - c) Payroll
- 3) Monthly Responsibilities
 - a) Write Federal Tax withholding (online)
 - a) Reconcile Bank Statements
 - b) Write checks for budgeted benevolence and missions
 - c) Prepare Council Financial reports to be sent out the Friday before the Council Meeting.
- 4) Quarterly Responsibilities
 - a) Write State Tax withholding (online)
 - b) Prepare 941 Form (online)
 - c) Prepare State Tax return (online)
 - d) Pay other budgeted benevolence
- 5) Yearly Responsibilities
 - a) Paying all benevolences for the year
 - b) Prepares year-end financial reports to be included in Annual Report
 - a) Meet with financial review team
 - b) After Annual Meeting Prepare/change all financial forms as needed
 - i) Enter new budget amounts
 - ii) Change salary information in computer
 - iii) Change forms for Board of Pension
 - iv) Carry over temporary restricted balances
 - v) Produce W-2 Forms
 - vi) update auto withdrawal amounts for Wadena State Bank.

OTHER RESPONSIBILITIES

- 1) Keep and file all financial records
- 2) Mail out all checks in a timely manner
- 3) Other financial duties agreed upon with the Lead Pastor and Church Treasurer

Qualifications:

- Prefer two years or more experience with automated bookkeeping, two-year accounting degree, & experience with Quick Books
- Be a team player
- Pass a criminal background check

Policy Statement: The staff of Immanuel Lutheran Church seeks to carry out the duties to which they are called in faithfulness to Jesus Christ and the mission of this church.

Hours and Compensation

This is a part-time, 6-8 hour/week position. Hours are flexible, but work must be completed in a timely manner. Weekly staff meeting (Tuesdays 9:00-10:30am is the only structured time)

No office space is provided for this position. A laptop can be provided if necessary. Cloud-based accounting software is provided.

This is a salaried position. Compensation is very competitive, to be agreed upon based on education and experience, paid as a monthly stipend.