

First Presbyterian Church
Bookkeeper
Part-Time, 20 hours/week, exempt

Principal Job

- To administer and oversee all accounting functions of the church

Qualifications

- Associates degree or higher preferred.

Experience

- Experience generating financial statements for a church or not-for-profit organization, including maintaining all underlying journals and ledgers, using a computerized accounting system
- Experience in accounting for unrestricted, restricted and endowment contributions, related expenditures and balances
- Good oral, written and inter-personal skills
- Experience with church-based ACS accounting system or similar (e.g. Quickbooks)

Job Specific Responsibilities

Accounting System

- Manage financial software, including updating software and tax tables
- Manage financial data, including summarizing and archiving financial data

Accounts Payable

- Organize and input accounts payable according to proper account. This includes invoice processing, expense reimbursements and credit card statements.
- Post, print and distribute checks in a timely manner
- Reconcile bank accounts
- Manage vendor tax records, including verifying and distributing 1099s
- Administer the pastor accountable reimbursement plans

Payroll

- New hire paperwork and reporting
- Coordinate time sheets and input payroll information bi-weekly, including time off, holiday pay and adjustments
- Process hourly and salaried payroll for church employees
- Calculate, send and record all payroll taxes, including quarterly 941s
- Manage employee tax records, including verifying and distributing W-2s
- Manage the Employees Services web link, where employees can view pay history and time off online
- Administer the church's 125 plan
- Administer health insurances changes, including policy additions and deletions

Supervisor: Office Administrator