

Northwood Presbyterian Church

Position Description

Part-Time Bookkeeper

20 – 25hrs/week

Qualifications

The Part-Time “Full Charge” Accounting Clerk/Bookkeeper shall have church accounting background with experience in data entry with a working knowledge of computers. Experience with ACS church accounting software is preferred. This position also requires experience in a church working environment and a commitment to the church and its unique mission. This position requires someone with sound judgment who is able to make decisions consistent with the church’s mission and policies. This person should be a flexible, people-oriented person. Strong organizational skills are required.

Responsibilities include:

- a. Complete data entry functions in church accounting software
- b. Process payroll in ACS
- c. Journal entries to ensure bank balances are up to date
- d. Remote deposit of member giving
- e. Make payroll tax payments each pay period
- f. Maintain pledges, financial gifts and restricted fund accounts
- g. Provide weekly report of offering to Head of Staff and others as appropriate
- h. Process monthly budget data for ministry teams and committee reports
- i. Provide year-end tax information
- j. Accounts payable
- k. Accounts Receivable- School Invoicing & Payments
- l. Maintain general filing
- m. Work with volunteers to count cash when appropriate and Church Administrator to ensure good accounting practices
- n. Complete any reasonable request inside job description by the Church Administrator and the Senior Pastor

Reporting Structure

Performance evaluation and supervision conducted by Pastor/Head of Staff, Church Administrator, HR Committee and Church Treasurer.