

CELTIC CROSS PRESBYTERIAN CHURCH

Citrus Heights, California

Financial Clerk

Position Description and Employment Agreement

ACCOUNTABILITY

The responsibilities are to be conducted under the supervision of the Treasurer and the Clerk of Session who conduct the annual performance appraisals for the Personnel Committee of the Session.

RESPONSIBILITIES

The primary responsibility of the Financial Clerk is to ensure payments of all authorized expenditures and to maintain all records of receipts and expenditures for the Church. The main areas of responsibility are:

- Payroll for the church staff, including paying and reporting withheld amounts to the federal and state governments
- Payment of all bills, including all taxes and insurance
- Preparation of the necessary weekly, monthly and quarterly financial reports

SPECIFIC RESPONSIBILITIES

1. Review the deposit of all receipts and appropriateness of distribution to the proper accounts.
2. Process invoices for payment, prepare and disburse checks as per authorization and verification levels and determine appropriate account distribution.
3. Pay all salaries and record all payroll data for all employees, filing the quarterly governmental reports and maintaining the custody of the proper employee payroll records. (Includes preparation and distribution of W-2's and 1099's, etc. forms.)
4. Prepare cash receipts, cash disbursements, payroll and general ledger journal entries and input to a computerized General Ledger system.
 - Utilize the computerized General Ledger system to produce monthly reports and financial statements for all Budget and non Budget accounts.
5. Prepare monthly bank reconciliations.
6. Assist departments and committees in budget interpretation and preparation as needed.
7. Prepare the financial section of the annual General Assembly Statistical Report.
8. Prepare the financial portion of the Annual Report of the Session to the Congregation.
9. Provide support to the Stewardship department and its records as needed.

TERMS

This position is part time with a monthly salary of \$725. Other terms of employment are stipulated in the Personnel Policy Manual of the Session.

EMPLOYMENT AGREEMENT

We the undersigned agree that _____ is hereby employed as Finance Clerk of Celtic Cross Presbyterian Church.

Date

Dave Terwilliger, Stewardship & Finance Elder

Date

Alice Sunquist, Clerk of Session

Date

Pastor Sam Jun

Date