

# Oak Grove United Methodist Church

*Connect, Grow and Serve*

<b>Job Title:</b>	Bookkeeper		
<b>Department/Group:</b>	Administration	<b>Position Type:</b>	Exempt, 25 hours/wk
<b>Location:</b>	Oak Grove UMC	<b>Travel Required:</b>	No
<b>Job Description</b>			
<p>The Bookkeeper is responsible for the proper accounting of the church's funds including but not limited to Contributions, Accounts Receivable, Stock, Investment accounts and Payroll within the established policies by the church for adequate financial control.</p> <p><b>ROLES AND RESPONSIBILITIES</b></p> <p><b>Contributions and Cash Management</b></p> <ul style="list-style-type: none"> <li>Record pledges and maintain records of individual contributions in Church Windows Management Software.</li> <li>Respond to church members' questions concerning personal contributions and pledges in a timely and confidential manner.</li> <li>Process all ACH/Vanco Give+ contributions, recurring gift requests, withdrawals, and changes.</li> <li>Prepare and distribute annual contribution statements.</li> <li>Establish and maintain procedures for cash handling by staff and volunteers.</li> <li>Oversee the process for counting and depositing funds received during the week through worship services, online, special activities, and mail.</li> <li>Annually order giving envelopes, assure distribution to the congregation and issue to new members as received.</li> <li>Set up and maintain designated giving accounts for designated gifts and recording any designated expense under the ministry area designated accounts with general journal transfer out of designated giving.</li> <li>Manage OG Brokerage Account by consulting with the broker after the receipt of stock, authorize sale and receive proceeds. Checks from stock transactions and investment gifts received should be deposited individually in our bank by the Bookkeeper and not through the counters to ensure confidentiality of such gifts. A courtesy email to the donor is appreciated.</li> <li>Perform monthly bank reconciliations for all church bank accounts.</li> </ul> <p><b>Accounts Receivable</b></p> <ul style="list-style-type: none"> <li>Keep accurate records of all transactions via hardcopy deposits, checks written and online bill payments. Store Church Windows posting of contributions in a secure locked file cabinet.</li> <li>Manage Accounts Receivable and make payments online with Atlantic Union Bank. Checks used only when necessary for reimbursements.</li> </ul> <p><b>Payroll &amp; Tax Reporting</b></p> <ul style="list-style-type: none"> <li>Process payroll and maintain payroll records.</li> <li>Pay ER Liabilities immediately after the 15<sup>th</sup> and 30<sup>th</sup> pay periods.</li> <li>Process quarterly 941 reporting to the IRS &amp; VA Taxation.</li> <li>Process annual W-2 &amp; W-3 filings for employees; and process Excel W-2 info to VA Taxation during January.</li> <li>Process 1099-NEC for contract individuals.</li> <li>Secure accountant to report to IRS on UBI (Unrelated Business Income) as necessary.</li> </ul> <p><b>Audits</b></p> <ul style="list-style-type: none"> <li>Schedule and assist with the audit in any way requested: provide copies of bank statements to review team to select ten (10) transactions per month. Pull all documentation when received and schedule a review.</li> <li>Submit accurate financial records for annual audit according to church policy and in compliance with Unity Web.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>Maintain and store the financial records according to record retention policies of the Conference.</li> <li>Resolve any issues with Quickbooks Pro financial processing software, including upgrading software and payment of payroll subscription.</li> <li>Perform PCI compliance activities to support payments processed by third parties (Vanco Give+).</li> <li>Fulfill ad hoc requests from auditors, Finance, Trustees or Pastor.</li> <li>Serve as a member and attend meetings of the Finance Committee and Church Council.</li> <li>Member of Stewardship Team for Annual Stewardship Campaign and other financial campaigns.</li> </ul>			

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## QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree in finance/accounting preferred or equivalent experience in finance and payroll processing
- Demonstrated proficiency in Microsoft Office & Quickbooks Pro or equivalent accounting software
- Knowledge of basic accounting systems

## PREFERRED SKILLS

- Independent, decisive, and comfortable with decision-making
- Effective delegator
- Confident, self-motivated, excellent problem-solving skills
- Cost-conscious

## MISSION OF THE CHURCH

***WE WILL BE THE BODY OF CHRIST IN OUR COMMUNITY BY "CONNECTING WITH GOD", GROWING IN DISCIPLESHIP AND SERVING THE WORLD.***

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