Main Street United Methodist Church
202 North Main Street
Suffolk, VA 23434
757-539-8751

Part-time Bookkeeper
Job Description- February 2023

QUALIFICATIONS

High School Diploma, minimum
Minimum of 5 years bookkeeping experience
At least 21 years old
Accounting skills and experience
Computer proficiency
Organizational skills
Ability to work well with office staff and church members

ACCOUNTABILITY

The Bookkeeper is responsible to the Staff-Parrish Relations Committee with accountability to the Senior Pastor.

FUNCTION

The Bookkeeper, under the supervision of the Senior Pastor and the Staff-Parish Relations Committee, and Finance Committee, shall perform the bookkeeping duties of the church. **Most of the work performed by the Bookkeeper is of a confidential nature only to be shared with the pastor.** The Bookkeeper position is part-time with hours to be determined.

RESPONSIBILITIES

FINANCIAL RECORD KEEPING/REPORTING

Maintain records of financial transactions by establishing/maintaining accounts; posting transactions; ensure legal requirements compliance using ACS church financial software.

- Adhere to standard accounting principles and church procedures.
- Assist the Treasurer in areas related to budget management.
- Assist the Treasurer with banking transactions and relationships.
- Prepare and provide timely financial statements and reports to committee chairs, staff, and Treasurer.
- Monitor fund balances of internal accounts; reporting issues of concern to the Treasurer.
- Monitor expenditures for proper approvals and adherence to policies.
- Conduct bank transfers.
- Reconcile bank and investment accounts.
- Process payroll and maintain payroll records.
- Maintain General Ledger and chart of accounts.
- Facilitate the auditor with the annual audit.

General Ledger

- Maintain general ledger accounts, prepare, and post journal entries for accruals and variances.
- Perform month-end and year-end account closing activities and reconciliations.
- Perform accounting analysis for cash accruals, account payables, account receivables (contributions), and reconciliations.
- Reconcile balance sheet accounts to monthly bank/investment statements.

Updated February2023

Employee Signature: _____
Pastor Signature: _____
SPRC Signature: _____

Date: _____