

THE NATIONAL PRESBYTERIAN CHURCH
BOOKKEEPER

POSITION DESCRIPTION

The position of Bookkeeper is a regular full-time, exempt position within the National Presbyterian Church Business Office. This position will work under the supervision of the Director of Finance & Administration. Responsibilities for this position will include conducting day-to-day bookkeeping activities in the assigned accounting system (currently QuickBooks), providing data entry to track contributions in the donation system (currently Church Community Builder), processing online donations through Push Pay, and assisting with administrative and payroll responsibilities as needed.

MAJOR RESPONSIBILITIES

Assist the Director of Finance & Administration in the operations of the Business Office to include: billing, disbursements, contributions, administration, and file management.

MAJOR DUTIES

A. Accounts Payable

- Review and record invoices and check requests submitted for payment;
- Print checks, coordinate check signing with the Treasurer, and mail signed checks;
- Update monthly spreadsheets to track and process invoices for employee benefits;
- Enter individual credit card payments and reconciliation detail monthly;
- Prepare Wire Transfers as needed;
- File paid invoices in A/R files.

B. Accounts Receivable

- Prepare monthly invoices for a small handful of monthly customers;
- Process other income from Church activities on an ad hoc basis;
- Track shared costs with an on-campus school and prepare monthly invoices for reimbursement of these costs;
- Track and process payments made against outstanding invoices including follow-up as needed on delayed payments;

C. Stewardship

- Communicate regularly with donors to answer questions and provide key information;
- Count, deposit, and record Sunday cash and checks (with volunteer);
- Enter all donations into CCB and QuickBooks with required detail to note the donor, any restrictions, and sources that impact tax-deductibility;
- Process, reconcile, and record ACH and online gifts;
- Reconcile donations in CCB and QuickBooks monthly;
- Print, package, and mail quarterly Member contribution statements;
- Enter Pledge information into CCB annually;
- Prepare standard donor letters throughout the year;
- Manage and revise envelope mailing lists quarterly..

D. Administrative Duties

- Monitor and reconcile cash balances daily between the bank and the general ledger;

- Assist with monthly sub ledger reconciliations for designated and investment accounts;
- Prepare and distribute monthly accounting reports to Staff;
- Research staff/member questions regarding bills, bill payments and contributions;
- Maintain A/R, A/P, Bequest and Alpha files, archiving them annually;
- Support annual audit including describing key processes and providing documentation;
- Provide attendance counts to Pastor and Connections staff weekly;
- Sort business office mail, make copies, and order supplies as necessary;
- Support the Director of Finance & Administration as needed.

QUALIFICATIONS

- A. Demonstrated experience in bookkeeping, accounting, payroll, and/or financial operations in a non-profit context, preferably at a church.
- B. Experience with QuickBooks, current word processing software programs, Excel, and the ability to master Church database programs, such as CCB.
- C. Demonstrated ability to work effectively with staff, parishioners, volunteers, and the general public and to maintain a friendly, composed demeanor in all personal and telephone contacts while maintaining the strictest of confidences.
- D. Strong communication skills in English, including listening, writing, and oral communications.
- E. Ability to manage multiple tasks simultaneously, to meet deadlines, and to work independently.
- F. Ability to pass appropriate background screening checks to the Church's satisfaction.
- G. Ability to subscribe and adhere to the Church's *Biblical Standards for Christian Leaders*.
- H. The physical demands described here are representative of those that must be met by an employee to perform successfully the essential function of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position. The employee is frequently required to climb stairs and to reach with hands and arms and stoop, kneel, or crouch. The employee is frequently required to stand and walk. The employee is occasionally required to carry documents or items from one building to another on the grounds of the Church. The employee must regularly lift and/or move up to 10 pounds.