

FIRST PRESBYTERIAN CHURCH OF ELKHART, INDIANA

POSITION DESCRIPTION

TITLE: Bookkeeper

POSITION: Part-time: Flexible 7-10 hours average per week to be determined with Pastor/Head of Staff. More hours at quarter's end and year's end.

PURPOSE: Clerical management of the day-to-day financial/accounting services and coordination of business services of the church.

ACCOUNTABILITY: Accountable to the Pastor/Head of Staff.

RESPONSIBILITIES:

- Maintain records of church members' contributions via weekly posting, mail quarterly statements
- Work with Church Treasurer to ensure proper recordkeeping
- Write and distribute checks paying approved invoices and other church expenses at the direction or with the approval of the Church Treasurer and/or Session Elder overseeing related Commission line-item
- Balance the general ledger monthly, reconcile bank statements to the general ledger
- Prepare and distribute the month-end financial statements for monthly Session and quarterly Foundation meetings
- Write and distribute payroll checks, maintain yearly earnings records, prepare monthly tax deposits, and distribute W-2's, and prepare quarterly tax statements
- Prepare accounting for annual statistical reporting to Presbytery
- Exercise professionalism and discretion; maintain confidentiality.

RELATIONSHIPS: Interacts with the Pastor, other staff members as needed, Session, and all church commission elders in matters relating to their commission expenses.

COMPENSATION: Salaried at \$10,000 - \$13,000 annually, commensurate with experience

REQUIRED:

- 2 years bookkeeping experience
- Proficiency in the use of Microsoft Excel
- Experience in reconciling brokerage and bank statements
- Self-starter with excellent organizational and time management skills
- Ability to research, analyze, evaluate, and form conclusions using math skills
- Willingness to learn Power Church database and accounting software system

PREFERRED:

- Experience with Power Church
- Two-year or more degree from an accredited college or university in business and/or accounting
- Experience with payroll functions and monthly/quarterly tax reporting

- Fund accounting

REQUIRED DOCUMENTS:

- A criminal history and background check prior to employment.
- Proof of COVID-19 vaccination.

PROBATIONARY PERIOD: There shall be a probationary period of 90 days, at the end of which there will be a performance review. This position is also subject to the provisions of the Employee Handbook of First Presbyterian Church, as amended from time to time.

HOW TO APPLY: Please submit cover letter and resumé to hr@presby.net