

Covenant Church Bookkeeper Job Description

General Description

The Bookkeeper is responsible for managing church finances and financial business processes. This includes processing weekly offerings and other forms of income, facilities usage billing and payment processing, and bill payment as well as oversight of purchasing, expense reimbursement, check request, petty cash, and payroll processes. This position will require approximately 25 hours per week with pay commensurate with experience.

Essential Job Functions

1. Receive, count, enter, and deposit weekly tithes and offerings received via weekend services, mail, online, stock transfer, etc.
2. Receive, review, record, and pay bills and other expenses as directed.
3. Plan for upcoming expenses and manage cash flow as required to meet the operational needs of the church.
4. Establish and manage purchasing, expense reimbursement, petty cash, check request, and other financial business processes.
5. Manage payroll for church staff ensuring funds are transferred and payroll data is entered each pay period.
6. Establish and manage bank accounts as the church's business needs dictate.
7. Update and distribute weekly and/ or monthly reports to key leaders
8. Produce and distribute quarterly and annual general and building fund giving statements.
9. Assist in developing an annual financial plan.
10. Perform other duties as assigned.

Education and Experience

This position requires a minimum of 3 to 5 years experience as an accounting/finance person in a church or business environment. Possession of a BA/BS Degree in Accounting, Finance, or related field is required. (Extensive accounting/finance, in some cases, can be substituted.) The successful individual will also possess a working knowledge of accounting software applications (similar to Quickbooks), Microsoft Office (including Excel) and other related applications. This position will also require training on all aspects of the church database system.

Please forward your resume and cover letter to Pastor Robert McCready r.mccready@covenantchurch.net if interested in applying for this position. Also include at least 2 references that can speak to your experience in bookkeeping.