

Hilmar Covenant Church

Bookkeeper Job Description

Principle Functions:

The Bookkeeper provides all bookkeeping responsibilities for the Church and may occasionally perform non-routine tasks to support the organization's operations. Job responsibilities are executed in support of the church's mission and vision and its Christian core beliefs and core operational values.

Reports to: Senior Pastor

Salary: \$25-\$30/hr

Classification: Part-time(16-20 hr/wk), Non-exempt

Location: Hilmar, Partial Remote option

Qualifications:

1. High school diploma and direct applicable experience
2. Active involvement with a Christian church; staff experience desirable
3. Good interpersonal skills; ability and desire to work cooperatively and professionally with staff and all constituencies.
4. Professional and pleasant verbal and written communication skills.
5. Ability to handle details with a high degree of accuracy and efficiency.
6. Ability to analyze information and materials and interpret and apply applicable guidelines.
7. Is a self-starter with good judgment and integrity to carry out responsibilities with minimal supervision.
8. A willingness and desire to work as a team to serve affiliate, Children's Center, and other staff.
9. Ability to use or to learn various office equipment and software use.
10. Must be able to lift items up to 20 lbs.

Key Responsibilities

1. Accounts payable
2. No accounts receivable (donation deposits handled by church office manager)
3. Bi-weekly payroll (QuickBooks); checks and ACH
4. AP check generation ad hoc short notice
5. Payroll tax reporting
6. Annual W-2 and 1099 mailings
7. Minimal accrual entries
8. Support cash management between checking and interest-bearing savings
9. General accounting entries
10. Basic financial statements monthly (generally by 15th of each succeeding month)
11. Special reporting or history data searches as needed.
12. Need for transitioning Office/CPM checking and subaccounts to Quickbooks
13. Reviews and updates recordkeeping (A/P, A/R), report generation, and suggests office processes to best meet the needs of the Center.
14. Performs special projects as assigned by supervisor.

The above describes the general nature of the job and is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions.

I have received a copy of this complete job description. I understand, affirm, and subscribe to the requirements, responsibilities, and duties of this job.

Printed Name: _____

Date _____

Candidate Signature: _____

Email to: info@hilmarcovenant.org