

EWING PRESBYTERIAN CHURCH
BOOKKEEPER
Position Description

Job Title: Bookkeeper
Reports to: Head of Staff (Senior Pastor) and Treasurer
Work Schedule: Average 10-15 hours per week
May work up to 20 hours per week in January

Responsibilities:

1. Provide guidance for the Assistant Bookkeeper in his/her duties:
 - A. Serve as a resource for the Assistant Bookkeeper.
 - B. Review work by Assistant Bookkeeper.

2. Contributions:
 - A. Review quarterly contribution statements prior to mailing; make corrections.
 - B. Investigate questions from contributors regarding their statements.

3. Disbursements:
 - A. Assign voucher numbers, write up vouchers, and assign disbursements to accounts.
 - B. Investigate discrepancies.
 - C. Enter checks on QuickBooks for printing.
 - D. Calculate Cemetery M & P payment for previous month.
 - E. Calculate Memorial Properties Opening/Closing payment for previous month.

4. Payroll:

Twice a month:

 - A. Maintain payroll records and enter payroll information with Primepoint

Monthly:

 - A. Make journal entries with payroll information on QuickBooks.

Annually:

 - A. At year's end, review payroll records, make calculation for Pastor's W-2. Inform Primepoint on last payroll (or before) so as not to incur additional charges.
 - B. Mail W2s
 - C. Order updated 1099s,
 - D. Print, mail and file copies of 1099s and 1096

5. Church and Cemetery Reports:

Monthly:

 - A. Reconcile bank statements
 - B. Generate reports:
 - i. Checking Status
 - ii. Cemetery
 - iii. Church

- iv. Collapsed Church Reports
- v. Money Market
- vi. Investments
- vii. Capital & Infrastructure
- viii. All Accounts Summary

C. Distribute reports

- i. Send all reports to Treasurer and Finance Chair
- ii. Send individual Money Market Account Reports to Senior Citizens, Deacons, and Choir
- iii. Send report of Pastor's Expense Accounts to Pastor

Annually:

A. Generate reports:

- i. Cemetery
- ii. Church
- iii. Benevolence
- iv. Investments
- v. State of NJ Cemetery Board annual report (due in April)
- vi. Compile and prepare information for Workers' Comp audit (due in June)

6. General

- A. Maintain Chart of Accounts
- B. Prepare other reports as requested

Position Requirements:

1. Interpersonal skills
2. Associate's Degree or higher in Accounting, Finance or Business
3. Previous accounting experience
4. Intermediate level of knowledge of and experience in setting up and using QuickBooks, Excel, Word, and Servant Keeper (or other membership tracking program).