

Bookkeeper

Purpose Administration of church financial transactions, procedures, and reporting

Accountability Direct report to Chris Rose, Administrative Director

Status Hourly, Part-time - 20 hours per week (Monday through Thursday 9 a.m. to 2:30 p.m.)

Specific Responsibilities

- Income and Expenses
 - Process and record manual income and expenses (checks, cash, gifts in kind)
 - Process and record online income and expenses (credit card & ACH gifts and debits)
 - Daily reconciliation between bank website, online giving merchant, and Quickbooks
 - Monthly reconciliation of bank statements
 - Coordinate with accounting firm with quarterly reports and during annual audit
- Giving
 - Maintain individual giving records
 - Order/maintain offering envelopes
 - Print, stuff, and mail quarterly statements (over 1000)
- Budget/Reports
 - Manage complex General Ledger system
 - Enter, maintain, and report budget analysis monthly and on-demand

Abilities & Requirements

- Understands financial accounting principles, processes, and reporting
- Very proficient in Quickbooks, Excel and web-based banking data
- Highly organized, structured, and methodical (maintains highest level of accuracy)
- Ability to maintain complete files and records
- Maintains highest degree of confidentiality and privacy

General FAC Expectations

- Demonstrates a growing personal relationship with Jesus Christ evidenced by action, attitude, and behavior
- Possesses the spirit of a humble servant of the Lord
- Conducts themselves in a manner worthy of a visible representative of Christ
- Maintains loyalty to our team and church family
- Maintains the ability to fully embrace FAC's vision, values, and statement of faith
- Understands and participates in FAC's culture
- Adheres to standards and requirements outlined in the FAC Employee Manual

The purpose of this job description is to provide a representative summary of the major duties and responsibilities performed by the employee holding this position. Employees may be required to perform job-related tasks, within their abilities, other than those specifically presented in this document.