

## **Bookkeeper Job Description**

Messiah Lutheran Church and Preschool, Vancouver, WA

**Job Title: Bookkeeper**  
**Reports to: Lead Pastor**

**LSA Status: Non-exempt**  
**FTE: .375**

### **Position Purpose**

The Bookkeeper supports the Congregation's Treasurer and Financial Secretary in an administrative function by collecting organizing and processing financial data.

### **Attributes**

This position requires a person possessing:

1. Intuition and courage for creative problem solving
2. Self-generated sense of motivation and initiative for organization, networking, and communication
3. Cooperative spirit of contribution for team-based decision-making
4. Imagination for seeing new and effective approaches to challenges as they arise
5. Confident sense of self alongside a high level of humility as one who serves
6. Excellent interpersonal and financial data entry skills
7. Inherent talent for implementing solutions for day-to-day issues

### **Essential Functions and Major Responsibilities**

#### **Administrative**

- Develop and maintain a system of timely accurate payments and record keeping for all routine bills, working with the Treasurer as necessary.
- Manage and produce payroll checks, including all government reporting relating to payroll
- Confidentially handle all congregational contributions, including counting and data entry of offerings and gifts, sharing information only if authorized by pastor(s) or other supervisor.
- Receive and process preschool tuition and produce billing documentation as necessary
- Accurately maintain and update the general ledger and special funds, including the chart of accounts, journal entries and backup documentation.
- Reconcile all Church checking, money market and investment accounts.
- Be aware of the needs of the Treasurer and Financial Secretary so that they have ready access to all necessary financial data needed to communicate with the Congregational Leadership Team and others.
- Assist the supervisor and other staff members in the preparation of the annual budget.
- Ensure accurate closing of the books at month and year end.
- Cooperate with the Congregation Treasurer to prepare any requested reports.
- In a timely manner, inventory, organize and purchase supplies as needed to supply to complete assigned functions.
- Readily support annual financial audit.

## **Volunteers**

- Maintain a professional and cordial relationship with those in the volunteer positions especially the Congregation Treasurer and Financial Secretary.
- Recruit, train and support volunteers to assist you in non-confidential tasks.
- Maintain job descriptions for volunteer positions under your supervision.

## **Stewardship – Time and Talent**

- Prioritize and execute tasks to meet deadlines.
- Stay updated on technology including but not limited to computer software, office machines and equipment.
- Perform tasks, efficiently and accurately.

## **Communication**

- Maintain confidentiality in all communications.
- Be professional, hospitable and courteous in communications and interactions with staff member, non-members, and walk-ins, written, telephone or electronic communications, regardless of the subject matter.
- Be current in responding to all communication, checking in with the office regarding mail, messages and answering questions for other staff, remembering the confidential nature of your work.
- Work effectively as a team member.
- As requested by supervisor, attend and participate in staff meetings to maintain communication with pastors and other staff.
- Notify the supervisor before all absences and arrange for a suitable substitute or for an alternate schedule.

## **Personal and Professional Development**

- Have or gain certification and training in CPR (infant through adult), first aid, and the use of the church's AED.
- Participate in continuing education as needed to maintain job skills.
- Successfully complete a background check.

## **Job Scope**

- The Bookkeeper operates within parameters established by the Church Leadership Team, the pastor(s) or other assigned supervisors. The Bookkeeper is encouraged to bring ideas regarding improvements in operation to supervisory pastor(s) before implementing them. Exceptions to this can be made for operations which do not affect other staff or volunteers.
- Assessment of job priorities are subject to direction from the pastor(s) or other assigned supervisors, however for most daily operations it is the responsibility of the Bookkeeper to arrange work time to achieve daily tasks and accomplish important assignments in a timely fashion.
- The Bookkeeper shall not remove from the church property any materials related to the confidential nature of the position. All work shall be performed on campus.

- The Bookkeeper may be required to drive for their duties and is required to follow all driving policies.

### **Knowledge, Skills and Abilities**

The Bookkeeper must perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others or affecting their ability to perform their duties.

Basic knowledge must be supplemented by additional training and education to meet the changing responsibilities of the position. This includes but is not limited to the ability to:

- Use best bookkeeping practices.
- Have an understanding of the nature of church funding.
- Be aware of current programs and projects as it relates to this position.
- Possess the highest level of accuracy in all bookkeeping.

### **Ability**

Success in this position will be determined by the ability to:

- Meet or exceed all requirements.
- Improve the skill set needed for position.
- Achieve results that build up and support the smooth operation of the church.
- Demonstrate leadership in assigned areas.
- Complete all required tasks.
- Empower others to some aspect of ministry.
- Remain teachable.
- Demonstrate stewardship of their time, talents and budget needed for position.
- Represent the ministry of the Church to those they meet.

### **Education and/or Experience:**

- The ideal candidate for the Bookkeeper will have a minimum of two years bookkeeping experience or educational equivalent.
- A working knowledge of bookkeeping function and budgeting concepts.
- Ability to work with current computer programs, general ledger applications.

### **Working Conditions**

The working conditions are those of an inside office. Walking between rooms and up and down stairs is required. Carrying loads not to exceed 20 pounds may be required. Occasional work after normal office hours may be required for special events. Chemical exposure is limited to office and cleaning supplies. You will share your office work space with volunteers as needed.

**Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.**