



## Christ Lutheran Church Job Description

**Title:** Bookkeeper  
**Reports To:** Executive Pastor  
**Employment Status:** Part Time (20 hrs/wk.)  
Non-Exempt  
**Date:** May 16, 2018

### Position Summary:

Manage financial records and reports on the financial business of the church. Work in consultation and cooperation with the Executive Pastor. Work in a team atmosphere promoting good communication and well-being in the congregation and with other staff members.

### Skills and Qualifications:

1. Proficient in accounting principles and practices.
2. Excellent attention to detail and precision in account reconciliation and report generation.
3. Ability to work well in a team environment and participate collegially with staff members, pastors, and congregational leaders.
4. Competent with Microsoft Office (including Excel) and QuickBooks.
5. Proven organizational, time management and planning skills.
6. Proven interpersonal and communication skills.
7. Proven organizational and record-keeping skills.
8. Maintain confidentiality and professionalism at all times.
9. Self-motivated and able to function with minimal supervision.

### Duties and Responsibilities:

#### A. Bookkeeping

1. Process, account and make deposits for all contributions to the Church, including weekend offerings, electronic giving, and miscellaneous donations.
2. Validate and pay bills.
3. Work with volunteer counters.
4. Maintain QuickBooks and the restricted funds spreadsheet.
5. Monitor, maintain and update CLC's banking accounts.
6. Oversee the "Scrip" program.
7. Communication responsibilities, including: bulletin / newsletter / electronic articles regarding financial matters, including Simply Giving, Stewardship

- and Scrip program in conjunction with Treasurer and/or Stewardship committee.
8. Submit necessary tax forms, including State of Colorado Exempt Property Report.
  9. Process payroll through Paychex for CLC and Preschool staff.
  10. Maintain QuickBooks for the Preschool, including entering deposits and writing checks. Also includes set-up of QuickBooks Pro program, moving information from QuickBooks Online.
  11. Prepare monthly reports for Preschool Director to present to PAT meetings.
  12. Maintain filing, storage systems and databases related to finances.

**B. Budgeting**

1. Work with Treasurer, Church Council and/or Finance Team to providing timely financial reports and requested information.
2. Prepare and maintain estimates of cash flow and discuss with Treasurer and/or Executive Pastor with regard to payments (amounts and timeframes).
3. Assist staff and council with budget preparation, including input of church budget into QuickBooks.
4. Prepare and submit requested financial reports to church staff.
5. Work with Stewardship Team collecting data and providing reports for stewardship campaigns.
6. Work with Preschool Director on budget preparation, including input of budget into QuickBooks.

**C. Office Responsibilities**

1. Assist with congregational and staff activities, ministries, and events as needed.
2. Maintain relationships with staff and members of the congregation in a professional manner.
3. Maintain and provide materials for New Member Classes, including information on the methods of financial giving and other stewardship opportunities to new members.
4. Maintain church and office contracts in conjunction with office coordinator insuring they are keep current.
5. Attend weekly staff meetings.
6. Other duties and responsibilities as assigned.

**Americans with Disability Specifications**

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk, hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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Employee Signature

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Date