**United Methodist Church for All People**

**Position Description**

**Bookkeeper**

**Essential Functions:**

The essential function of the bookkeeper position is to serve as the accountant for the church.

**Duties and Responsibilities:**

The primary duties and responsibilities of the bookkeeper are: performing **accounts payable** functions such as payments to vendors and contractors, setting up and recording automatic payments, entering debit card receipts, distributing Noisy Offerings, paying the West Ohio Conferences allocations, and paying Community Development for All People (CDFAP) for church building costs; **payroll functions** for musicians and salaried staff through the payroll module, entering the net amount into bank accounts for direct deposit and printing paychecks when needed; transferring the payroll data to the accounting module; submitting federal, state and city tax withholding; filing federal, state, and city tax reconciliations; producing W-2s and 1099s and filing them with the state and city; entering new pay rates; and setting up new employees in the system; **gift processing** uploading donations to accounting; printing and distributing quarterly statements by mail and e-mail and reconciling any reported discrepancies; **general accounting** completing journal entries, reviewing accounts, issue reconciliation; entering budget from finance committee into Church Windows; and entering miscellaneous revenue; **month end reports** producing, reviewing for reasonableness and forwarding to finance committee chair; **banking** reconciliation and resolving any issues; **year-end reports** reviewing all general ledger accounts; reconciling the balance sheet accounts and making necessary corrections, and; reporting to the West Ohio Conference.

**Additional considerations for this position:**

**Required Qualifications:** Professing Christian;passion for the ministry and community of the United Methodist Church for All People (UMCFAP);ability to relate well and develop strong working relationships with a broad range of church and community members; strong organizational and administrative skills; excellent written and verbal communication skills, delivered in a professional and approachable manner; completion of a college level accounting course or equivalent combination of education and experience; proficient in the use of MicroSoft Office applications, particularly Excel; demonstrates professionalism, integrity and trust;

**Preferred Qualifications:** ability to learn new software programs like Church Windows;

**Accountability:** This position reports to the senior pastor

**Working Hours:**  10 hours per week

(average weekly, bi-weekly, monthly, quarterly & annual)

**Compensation:** $20.00 per hour;

Benefits per personnel policy