

FAITH LUTHERAN CHURCH
JOB DESCRIPTION
BOOKKEEPER

Job Title: BOOKKEEPER

Work Area: Church Office

Immediate Supervisor: Church Treasurer

Summary Statement: This position's primary purpose is to provide administrative support to the Church Treasurer.

Qualifications:

- A demonstrated Christian faith commitment
- Experience with AR/AP/ Payroll
- Experience with Fund Accounting a plus
- Excellent verbal and written communication skills
- Excellent organizational and delegation skills
- A commitment to good interpersonal relationships, teamwork, and support of Faith's ministries
- Action-oriented self-starter who is eager to learn
- Commitment to confidentiality regarding all account records, of the church, its staff and the members
- Attention to detail and precision in account reconciliation and report generation
- Dependable attendance

Duties:

- Assures that the business practices of the church are reasonable, efficient, and ethical
- Oversees the financial operations of the church office
- Supports the Church Treasurer by overseeing the financial operations.
 - Ensure that all files and financial records are accurate and current.
 - Oversee entry of weekly contributions to the general fund, special funds, and donor-designated funds.
 - Review all invoices submitted for payment, prepare checks, submit for signatures, and prepare for mailing.
 - Balance checking account and investment accounts.
 - Process payroll .
 - Back up financial records in the office computer system.
 - Prepare monthly reports for the Church Council.
 - Prepare monthly, quarterly, and yearly payroll tax forms make necessary deposits, and prepare W-2s at the end of the year.
 - Review and coordinate giving statements as needed.
 - At the direction of the Finance Team and the Treasurer, assist in the preparation of a yearly budget draft for review by the Church Council and adopted by the Congregation
 - Prepare for and cooperate with those appointed to perform a yearly financial review.

- Draft year-end financial reports for the annual congregation meeting.
- Ensures employee attendance records are accurate and completed monthly by all paid employees and filed in the employee's file.
- Ensures required reports to government agencies and church organizations are filed accurately and promptly.
- Maintains confidentiality of all privileged and personal information about staff, congregation leaders, or congregation members
- Files documents annually
- Prepare and enter new hire documentation
- Other duties, as directed by the Treasurer, Finance Committee, and Church Council

Compensation and related issues:

Compensation is determined by the Faith Church Council based on education, experience, and performance

- Payment will be monthly and appropriate deductions will apply
- This is a part-time position
- Hours will be determined by the Church Council
- There is no annual paid vacation or sick leave for this position
- Employment may be terminated by the Faith Lutheran Council or the Bookkeeper by giving 2 weeks' notice to the other party.

This position has currently been granted 30-40 hours per month to complete the work. (August 2025)