

<b>Job Title:</b>	Bookkeeper	<b>Reports to:</b>	Senior Pastor
<b>Level/Salary Range:</b>	\$33,000.00 - \$36,500.00	<b>Position Type:</b>	Full Time
<b>Direct Reports (Y/N):</b>	Yes	<b>Direct Reports (titles):</b>	N/A

### Job Description

#### JOB SUMMARY

The Bookkeeper receives and disburses all funds received into the church treasury and Lovell Weekday Ministry in a responsible and organized manner, with funds identified and bills paid when due so that the mission and ministry of the congregation is effective. This is a full-time, salaried position. Hours are 8 to 5 Monday through Thursday (with an hour for lunch), and 8 to Noon on Friday. Evening meetings as required under the responsibilities below are also included in normal working hours.

Oversee and account for assets and liabilities of First Baptist Church and Lovell Weekday Ministry according to decisions of the congregation and leadership in a reasonable, ethical and legal manner.

#### ROLE AND RESPONSIBILITIES

- Adhere to First Baptist Church's financial accounting policy and procedures.
- Supervise the counting and deposit of all regular and special offerings, and all other contributions and income per First Baptist Church policy.
- Maintain a harmonious working relationship with other staff, teams and Deacons.
- Assist the Pastor and Ministers in administering all facets of the financial and business operation of the church and Lovell Weekday Ministry.
- Supervise timely payment of ordinary operating expenditures, including payroll for the staff of First Baptist Church and Lovell Weekday Ministry.
- Obtain approval or permission of the appropriate First Baptist Church authority for all disbursements of every kind and from any account per First Baptist Church policy.
- Make appropriate entries into the General Ledger to maintain books for First Baptist Church and Lovell Weekday Ministry.
- Demonstrate responsibility for holding the credit cards and keeping accurate documentation when they are checked out and back in and notify the bank when users are traveling with them.
- Maintain proper records of all income, revenue, receipts, expenses, disbursements, assets and liabilities, especially documents related to loans, mortgages, investments, and payroll taxes.
- Reconcile the bank statements of all accounts monthly.
- Prepare detailed financial reports for the Pastor, Admin Team, and other teams monthly or as requested.
- Attend all Admin Team, Stewardship team, and other team meetings as needed by the teams.
- Process periodic statements of giving to contributors following appropriate IRS regulations for tax deductibility.
- Prepare and report tax information meeting IRS requirements.
- Assist with financial planning, including preparation of the annual budget.
- Maintain all financial files of First Baptist Church and Lovell Weekday Ministry.
- Receive and distribute to all employees information regarding insurance.
- Demonstrate responsibility for reviewing, analyzing and maintaining all facets of property insurance, workers compensation insurance, health insurance and other employee benefits, including retirement and any Paid Time Off. Approval by Admin Team.
- Serve as contact person for software support.
- Ensure all payroll deposits, including federal and state tax and social security deposits are processed.
- Ensure all quarterly and annual payroll documents are filed.

- Receive and answer inquiries from members regarding their pledge and contribution records.
- Work with the Building Superintendent to revise and recommend maintenance contracts to Admin Team for approval.
- Assist in the office, occasionally, to answer the phones, greet visitors, and check mail.
- Initiate the annual review with the CPA every October.
- Receive continuous training on Automated Church Systems (ACS).
- Implement and suggest changes for current policies and procedures to Administrative Team to enhance the responsibility and operation of the business.
- Complete price comparisons of vendors and services to ensure money is being saved where possible.
- Develop and maintain an inventory of church property for insurance and valuation purposes.
- Serve as a notary for the church.
- Retain records per the financial policy of First Baptist Church and Lovell Weekday Ministry.
- Maintain First Baptist Church Policy and Procedure manuals.
- Perform all duties in a confidential manner
- Other duties as assigned by the Pastor or Administrative Team.

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Minimum of an Associate's Degree in Accounting or a High School graduate with four years of bookkeeping experience.
- Proficient in bookkeeping software with preference towards ACS.
- Excellent judgment and tact in dealing with others, showing concern and consideration for the problems of others, and works well with others.
- Skills and interest in financial matters; ability to keep detailed, accurate records and maintain strict confidentiality of the highest degree; passion for financially supporting the mission of making Christian disciples; ability to work with individuals and ministry teams.
- Not a member of First Baptist Church, Conway, SC.

### **SPECIAL SKILLS**

- Must be a devoted follower of Jesus Christ, a person of character and integrity who views this position as a calling from God.
- Office Skills: Proficiency with Microsoft Office software suite and bookkeeping software, with particular emphasis on ACS accounting software. Efficient in the operation of office equipment.

Reviewed By:	2018 Admin Team	Date:	3/30/18
Approved By:	2018 Admin Team	Date:	3/30/18
Last Updated By:	2018 Admin Team	Date/Time:	3/30/18 4:08 PM