

Church Bookkeeper Sample Job Description

The bookkeeper administers church financial business processes using accounting and payroll policies and procedures. Ongoing activities include use of computer applications to record transactions, post them to the appropriate accounts, and produce financial reports.

The bookkeeper's scope of duties generally encompasses:

- 1) Income
 - a) Ensure proper counting and deposit of cash contributions.
 - b) Record cash and online contributions plus fee-based revenue.
 - c) Prepare and make deposits.
 - d) Provide donor acknowledgements and annual contribution statements.
- 2) Expenses
 - a) Support purchasing and manage check request processes as required.
 - b) Receive, review, record, and pay invoices and expense reimbursement requests.
 - c) Administer payroll and benefits for church staff
 - i) Maintain employee information for calculation of paychecks and reporting to federal and state agencies.
 - ii) Enroll employees in benefit plans and be the administrative liaison with providers.
 - iii) Manage payroll and benefit plans for employees ensuring funds are transferred and payroll data is entered each pay period.
 - iv) Ensures timely distribution of employee paychecks, W-2 forms, federal and state tax deposits, etc.
 - v) May work with outside / online payroll service provider.
- 3) Administration
 - a) Maintain the chart of accounts.
 - b) Establish bank accounts, check signatories, and conduct/manage banking activities.
 - c) Conduct periodic reconciliations of all accounts and bank statements to ensure their accuracy.
 - d) Assess and ensure internal controls.
 - e) Track fixed assets and investments as appropriate.
 - f) Maintain an orderly accounting and payroll record-keeping system
 - g) Reporting: Comply with local, state, and federal government reporting requirements.
- 4) Management
 - a) Support financial policy development and compliance.
 - b) Assist the pastor and other church staff in developing an annual financial plan/budget.
 - c) Plan for upcoming expenses and manage cash flow as required to meet the operational needs.
 - d) Reporting: Prepare monthly and annual financial statements and reports. Calculate variances from the budget and report significant issues to designated overseer(s).
 - e) Cooperate with annual internal review or external audit of financial records.