

Mountain View Lutheran Church

Edgewood, WA

Job Description: Church Bookkeeper

Position Summary:

The church bookkeeper provides financial support service to church members, council and professional staff. The church bookkeeper will properly account for member giving, pay vendors and church employees, maintain accounts and bank statements, prepare requested financial reports and participate in a yearly church audit.

Job Responsibilities and Duties:

Properly Account for Member Giving

- Obtain and record pledges made during the annual stewardship drive.
- Prepare quarterly giving statements.
- Enter weekly contributions to general fund, building fund, special funds, and donor designated funds.

Pay Vendors and Church Employees

- Enter all invoices submitted for payment, cut checks, submit to council members for signature, and prepare for mailing.
- Process payroll on a biweekly basis.
- Prepare monthly, quarterly and yearly payroll tax forms and make necessary deposits, and prepare W-2s at year-end.

Maintain Accounts

- Balance checking account and investment accounts and submit reconciliation to treasurer for signature.
- Submit to the church treasurer and church council a listing of all checks written during the month.

Prepare Financial Reports

- Assist in the preparation of the monthly reports for the church council and individual ministry teams.
- Assist in the preparation of year-end financial reports for annual meeting.

Participate in Church Audit and Other Assigned Duties

- Prepare for and cooperate with those appointed to perform a yearly audit of financial records.
- Perform other necessary and related work as may be assigned.

Job Skills and Requirements:

- A minimum of a high school diploma required.
- At least 5 - 7 years practical experience in fund-based accounting and account reconciliation.
- Demonstrated proficiency in computer skills including Word and Excel, and specific fund-based accounting software.
- Knowledge of the Shelby church accounting software is a plus but not required. Must be willing to train on the Shelby system if not knowledgeable.
- Attention to detail and precision in account reconciliation and report generation.
- A commitment to good interpersonal relationships, teamwork and support of church ministries.
- A commitment to confidentiality regarding all account records, both of the church and staff, and the members.

Reporting:

- The church bookkeeper reports to the Senior Pastor.

Hours and Compensation:

- The bookkeeper position is part time hourly based on weekly need. The candidate should expect to spend 8 to 16 hours each week working in the position.
- Compensation is dependent on qualifications and experience.
- Benefits are not provided with this position.
- The church will compensate for any training necessary on the Shelby software system.

To apply for the position of church bookkeeper, please submit the following:

- Letter of Application. The letter should address work experiences as outlined in the job description.
- Current resume.
- Three References. Please provide the name, address, phone numbers and email address for each of your references.

Send all required documentation to:

By US Mail

Troy Kehm-Goins

Mt View Lutheran Church

3505 122nd Avenue East,

Edgewood, WA

By Email

tkehm-goins@mtviewlutheran.org

Please submit documents in doc., docx., or PDF format.