

POSITION DESCRIPTION

Church Bookkeeper

Wesley Chapel Free Methodist Church

OVERVIEW

The bookkeeper is responsible for the financial bookkeeping for all of the funds of the church, including operating, rental and capital.

Job Responsibilities and Duties:

- Enter weekly contributions to general fund, building fund, special funds, and donor designated funds.
- Enter all invoices submitted for payment, prepare cheques, submit to treasurer for signature, and prepare for mailing.
- Balance church accounts and submit reconciliation to treasurer for signature.
- Submit to the church treasurer and church administrator a listing of all cheques written during the month.
- Prepare monthly reports for the Church Board and individual ministry teams.
- Process payroll on a biweekly basis and submit to personnel administrator at the FMCiC.
- Prepare quarterly giving statements.
- Prepare for and cooperate with those appointed to perform a yearly audit of financial records.
- Prepare year-end financial reports for annual meeting.
- Keep confidential all financial contribution information.
- Perform other necessary and related work as may be assigned.

Job Skills and Requirements:

- Practical experience in fund-based accounting and account reconciliation.
- A demonstrated Christian faith commitment.
- Demonstrated proficiency in computer skills including MS Word, Excel and Access, and specific fund-based accounting software (e.g., PowerChurch Plus).
- 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.
- Dependable attendance.

Other:

- Position is part-time with 3-5 scheduled hours on one business day of the week (Tuesday to Thursday) between the hours of 10 a.m. – 3 p.m.
- Duties expected to be performed on-site.
- Candidates need not be members of Wesley Chapel Free Methodist Church.