

## **JOB DESCRIPTION: BOOKKEEPER**

### **SUMMARY**

The bookkeeper is responsible for numerous financial, accounting and tax reporting operations to support and further Lord of the Hills Lutheran Church's mission. They manage the financial, tax and accounting needs of the church, which includes weekly, monthly and yearly financial and tax responsibilities. The bookkeeper serves as a resource for Church Council, the Pastor and staff in planning, auditing, and understanding of the churches' financial state.

This is a part-time position, paid per hour, with no benefits.

**REPORTS TO** Pastor

**SUPERVISORY RESPONSIBILITIES** None

### **EDUCATIONAL REQUIREMENTS**

- Working knowledge and experience in accounting, personnel and organizational tax requirements, Quick Books (QB), other accounting and tax information systems
- Able to install and utilize software systems and Microsoft office.

**EXPERIENCE REQUIREMENTS** At least 2 years in the utilization of systems listed above.

### **KNOWLEDGE OF**

- Computer financial, accounting and tax hardware and software knowledge and skills

### **REQUIRED SKILLS** [Learned proficiencies]

- Proficient in Mac/Windows
- Strong organizational skills
- Dynamic people skills: treats all church members, staff, and others uniformly, and greets, welcomes, and assists church members, staff, and others with kindness

### **REQUIRED ABILITIES**

- Take Initiative
- Effectively execute multiple projects
- The ability to follow written and oral instruction
- Maintain confidentiality in respect to member data
- Demonstrates attention to detail
- Accepts supervision
- Able to work in collaboration with Pastor and Church Council
- Willingness to learn church data base REALM, and other technologies and computer programs as needed

**ESSENTIAL JOB FUNCTIONS** Job duties the individual must be able to perform, with or without accommodation; removal of these functions would fundamentally change the job

Bookkeeper Responsibilities:

- Data entry, collect transactions, track debits and credits, and maintain and monitor financial records.

- Complete payroll and pay taxes.
- Maintain financial transaction records by establishing accounts and posting transactions.
- Prepare financial statements, such as income statements and balance sheets.
- Utilize the appropriate accounting software (Quickbooks online) to manage and automate financial tasks when relevant.
- Assist with creating budgets, financial forecasts, and quarterly reports.
- Collect, analyze, summarize and submit data for tax forms according to local and federal mandates.
- Contribute to team effort by accomplishing related tasks as needed.
- Investigate new technologies and how they may apply to church business/marketing
- Contributes to the digital security needs of the Church, its staff, and its congregation
- Other duties as assigned

#### **PHYSICAL ACTIVITIES AND DEMANDS**

- Ascend or descend – Ability to move on an incline or decline
- Able to lift 10 pounds

**WORK ENVIRONMENT** This may be a remote position. Personal computer will need to be available for use.

**PROPOSED COMPENSATION:** Hourly range of \$24-\$30 an hour. Weekly hours may vary with an estimated average of 5 hours per week. There are no benefits provided. Application window is expected to close September 25, 2024