VALENCIA PRESBYTERIAN CHURCH
Church Bookkeeper Job Description

JOB SCOPE:
Under the supervision of the Pastor, and working with the Church Treasurer, this part-time employee will perform the various financial and accounting functions to enable the church to efficiently and effectively perform its financial fiduciary responsibilities. Hours are flexible, approximately 25 hours per month.

JOB RESPONSIBILITIES:

WEEKLY:
- Verify collections, endorse checks and make bank deposits in a timely manner.
- Prepare list of contributions by donor and category and post data in the system to the members' pledge records in a timely manner.
- Post the cash receipts ledger to the general ledger.
- Notify the Administrative Chair in writing of any differences between the bank deposit and the Summary of Offerings.
- Prepare and make bank deposits for the various funds and record the corresponding entries in the general ledger.
- Prepare checks for approved invoices in a timely manner and post the accounts payable ledger to the general ledger. Submit checks to church secretary for secondary signature and mailing.
- Maintain accurate records for all funds including but not limited to the Memorial Fund, Sheila Jona Weston Memorial Fund, Education Fund and Ministerial Student Aid Fund.

MONTHLY:
- Record journal entries for all month end entries including but not limited to payroll, interest, and loans.
- Reconcile general fund checking account and maintain appropriate files, including back up of computer files.
- Maintain the ledger for the general checking account by fund. Update to reflect month's activity.
- Distribute a copy of the reports, as requested to the Chair of the Administrative Team for review after all necessary entries have been recorded.
- Prepare monthly financial reports for the Treasurer's review as directed by the Treasurer.
- Prepare and distribute any reports requested by the Pastor, Session, and committee chairpersons.
- Write and send tax receipts for any donations received to any designated fund.

SEMI-ANNUAL – JUNE 30th
- Prepare member's individual contribution statements.

ANNUALLY:

- Prepare annual report with the assistance of the treasurer for the administrative team by or prior to January 10th.
- Prepare year-end tax information including 1099's.
- Prepare necessary reports to aid in preparation of the budget as directed by the Budget Team.
- Prepare a year end contribution statement for each member by January 31st.
- Assist secretary by providing a list of all active contributors for preparation of offering envelopes.
- Close the accounting system for the year and enter the budget for the start of the year.
- Assist in audit preparation through collection of requested information and being on hand on day of audit.
- Enter new members and friends of church into system, assign a number and distribute corresponding envelopes as needed.

DEADLINES:

- The Administrative Team meets the second Tuesday of each month.
- The Session meets the third Tuesday of each month.
- Financial Report for Session must be given to Church Secretary no later than Friday morning before the Session meeting. This will be copied and included in packet for Session.
- Financial Reports must be ready and placed in members' church mailbox the Sunday before their meeting.