

ST. LUKE LUTHERAN CHURCH JOB DESCRIPTION



Role/Title: Bookkeeper

Role Summary: Serves as the bookkeeper of the church.

Possesses the following Characteristics and Skills: Action Oriented, Approachability, Functional/Technical Skills, Patience, Ethics and Values, Integrity and Trust, Interpersonal Savvy, Organizing, Process Management, Time Management, Informing, Peer Relationships, Perseverance, and Written Communications

Duties and Responsibilities: Serves as the bookkeeper of the church using Church Windows Software. This role includes:

- Entering, verifying authorization and filing of invoices and vouchers.
- Writing and distributing checks in a timely manner, including payroll.
- Entering and updating employee information.
- Receiving time sheets for hourly employees.
- Making payroll tax payments after each pay period and making pension payments.
- Completing on-line state and federal tax reports each quarter.
- Producing financial reports requested by the church council.
- Preparing monthly treasurer reports for the church council.
- Preparing the financial statistics for the annual report.
- Overseeing the Huntington premier savings and checking accounts, making appropriate transfers between the two.
- Communicating with the collections team and keeping records of transactions between contributions and expenditures.
- Acting member of the Finance Committee.
- Preparing bank reconciliations monthly.
- All other duties as assigned.

Please email resumes to stlukecolumbus@gmail.com or give to Pastor Steve.