

## **JOB DESCRIPTION**

Title of Job: Bookkeeper (A Volunteer Position)

Summary of Job:

Perform financial data entry, checking account monitoring, expenditures approval and payment, and monthly financial reporting activities for Grace Lutheran Church.

Supervision:

Ultimate authority – Congregation Council acting on behalf of the Congregation

General guidance and direction – Congregation Treasurer and  
Business Management Committee

Day to day supervision – Pastor

Major Job Tasks:

1. Perform the church's data entry tasks to record congregation member's financial pledges and weekly contributions, and prepare and distribute quarterly membership giving statements.
2. Provide payroll data to the church's contracted payroll Service Company.
3. Balance and monitor bank accounts for accuracy.
4. Monitor availability of funds in checking account and notify Treasurer to request transfer of funds from investment accounts into the checking account as necessary.
5. Maintain petty cash.
6. Sign checks and verify accuracy of check amounts and involved expense amounts entered into the church's software computer system.
7. Review deposit amounts and verify their accuracy as entered into the church's software computer system.
8. Initiate computerized preparation of monthly financial reports, review for accuracy and distribute to Congregation Council Members, Staff and Committee Chairs.
9. Protect confidential information from unauthorized disclosures.

10. Perform other related duties as assigned.

Required Education/Knowledge, Skills and Abilities:

1. High School graduate with strong communications, social, organizing, clerical, numerical, data entry and other computer skills and speak and understand English.
2. Knowledge and experience with general bookkeeping principles and computer system applications including “Word,” Excel” and the church’s Sheppard Staff computer software preferred.
3. Have ability to maintain confidentiality.

Physical Demands:

Required to sit, hear, stand, walk, and use hands to write, operate a keyboard, handle objects and reach out with hands or arms. Occasionally lift up to ten pounds. Vision requirements include close vision, distance vision and ability to adjust focus.

Work Environment:

Work is performed indoors in an office with appropriate heating, cooling and lighting. The Bookkeeper may sometimes be the only person in the office area and the church building. Frequently, people may be in the office area and other rooms elsewhere in the church building.

