Job Description

Job Title: Bookkeeper/accountant, Belmont Heights United Methodist Church
(also serves as official Treasurer)

Department: Administrative Staff

Reports To:
1. Administratively responsible to the minister and in his/her absence to his/her designee.
2. Reporting responsibility to the Finance Committee Chair and committee.
3. For general employee matters (vacations, hours, salary) to the Staff Parish Relations Committee.

Supervises: N/A

Full/Part Time: Part-Time (30 hours/month)

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

Job Requirements: The position requires about 7-8 hours per week, Work can be done at home or at Belmont Heights UMC. A background check will be required.

Responsibilities:
1. With direction from the Finance Committee, the bookkeeper balances and reconciles all accounts on a monthly basis.
2. Records weekly deposits.
3. Tracks billing and processes monthly bill payments.
4. Process bi-monthly check requests and reimbursements.
5. Process bi-monthly payroll with ADP and records in Quickbooks.
6. Tracks and reconciles petty cash accounts.
9. Enter new budget annually.
10. Provide monthly reports on available funds for departments and committees.
11. Produce and report annual tax reports (W-2’s, 1099’s, 5578)
12. Keep records for annual audits (worker’s comp, etc).
13. Produce new employee and independent contractor reports
14. Performs other duties as required.

Skill Set Required: Bachelor's degree; three-five years experience as a bookkeeper; knowledge of Quickbooks, Microsoft Excel and other Microsoft office programs; knowledge of ADP payroll or similar payroll system; willingness to learn new software; willingness to use Quickbooks on-line; knowledge of finance and accounting; ability to analyze financial data and prepare financial reports; willingness to work a flexible schedule; Ability to work in a confidential work environment with sensitive information.