

## **CBC BOOKKEEPER**

The bookkeeper will ensure all accounting guidelines and procedures are followed with a high level of accuracy and confidentiality.

### **Accounting:**

- Prepares and transports weekly bank deposits and credit proper accounts.
- Make payments and transfers as requested and charge proper general ledger accounts.
- Process requests for checks, including monthly preparation and issuance of mission support payments.
- Process NSF checks and coordinate recovery.
- Maintains giving records for the church membership
- Prepare and post recurring as well as miscellaneous non-recurring month-end journal entries to record various aspects of the church's financial transactions, including receipts and vendor payments
- Assist with year-end accounting activities and journal entries including accruals, fixed assets recording, etc.
- Prepares weekly summary financial updates for church bulletin.
- Manage credit card merchant accounts.
- Maintains church database records complete and updated – adds, deletes, and modifies records per established protocol, as requested by various end-users of the database.
- Assists with the preparation of monthly account and bank reconciliations, research discrepancies.
- Assists in the preparation of monthly financial reports.
- Assist in the coordination/reparation of the church budget.
- Works with outside accountant and treasurer on all fiscal related activities.

### **Payroll:**

- Assist with processing payroll for exempt and non-exempt employees ensuring the accuracy of data entry
- Monitor timely receipt of payroll documents from all church personnel
- Verify and reconcile wages and hours; calculate time cards when needed
- Respond to requests from employees and external agencies related to employment verifications, wage garnishments, tax information and agencies, state disabilities, unemployment claims, banks and lending agencies, etc.
- Tracks and maintains records for staff vacation, sick days, holidays and personal days.

### **Additional Responsibilities**

Maintain contracts and leases for office equipment

### **Qualifications:**

- AA in accounting
- Proficient user of MS Office Suite, specifically Excel
- Experience with QuickBooks
- 4+ years of non-profit accounting experience
- 7+ years of accounting or relevant experience