Financial Associate

Inhouse title: Bookkeeper

Position Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Bookkeeper</th>
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<tbody>
<tr>
<td>Reports To:</td>
<td>Office Manager</td>
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<tr>
<td>Hours/Week:</td>
<td>12-16 (Flexible Schedule)</td>
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<td>Directly Supervises:</td>
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<tr>
<td>Employment Status &amp; FLSA Classification</td>
<td>Part-Time; Non-exempt</td>
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</tbody>
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Personnel Committee Information:
- Date Revised: August 24, 2021
- Date Reported to Personnel Committee:
- Date Reported to Session:

Job Summary:
Provides financial oversight and administration for Memorial Presbyterian Church.

Definition: The part-time position of bookkeeper works an average of 12-16 hours per week. There are times when the hours may be greater such as during year-end accounting work and preparation of employee records. The bookkeeper shall be authorized to handle cash, conduct banking, and open the safe.

Essential Functions:

Financial:

- Be knowledgeable or obtain knowledge about church finance and accountability.
- Follow standard rules for fiduciary responsibility. Understand fund accounting and Generally Accepted Accounting Principles, and how to apply this to the church environment.
- Oversee the process for counting, recording, and depositing of all contributions and miscellaneous income and receipts. Ensure that at least two persons are present for counting weekly offering contributions.
- Make timely payment of ordinary operating expenditures. For irregular or non-operating expenditures, obtain permission or approval of the appropriate authority.
- Process payroll and maintain appropriate records, including year-end W2s and 1099 reports.
- Pay, file and keep adequate records of all payroll tax and withholding reports.
- Perform monthly general ledger closing processes.
- Reconcile all investment accounts.
- Process all accounts payable and maintain files. Review outstanding checks on a monthly basis.
- Reconcile liability accounts on a monthly basis.
- Reconcile monthly endowment activity. Prepare annual endowment distribution calculation. Make financial reports available for the annual audit and be present during the auditing process.
**Internal Reporting and Record Keeping:**
- Monitor annual operating budget against actual income and expenses. Research significant discrepancies.
- Maintain memorial contribution records and process gift acknowledgments.
- Process all accounts receivables with proper record keeping, including: weekly contributions, online donations, E-giving records and authorizations.
- Record and maintain information on member financial pledges.
- Provide periodic mailings of quarterly statements and an annual statement of giving to donors following appropriate IRS regulations for tax deductibility.
- Assist in compiling information and providing financial reports as requested for newsletters, worship bulletins, annual generosity campaign, and annual reports.

**Other Responsibilities:**
- Respond to requests for information in a timely manner.
- Maintain up-to-date procedure manuals for areas of responsibility.
- Work with the Head of Staff to maintain accurate and up-to-date personnel files by maintaining records regarding wages, withholdings, vacation, sick leave and all other related reporting.
- Prioritize and coordinate work and hours with Office Manager.
- Assemble mailings as needed.
- Perform other tasks as assigned by Office Manager.

**Minimum Qualifications:**
- Experience and minimum of an Associate Degree in Accounting from an accredited technical college or the equivalent.
- Demonstrated knowledge of accounting systems and procedures.
- Demonstrated proficiency using Microsoft Word and Excel.
- Experience in payroll processing, payroll tax and withholding reporting.
- Experience in written communication production and editing.
Core Competencies:

Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

Integrity and Trust: Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn’t operate with hidden agendas; responds to situations with constancy and reliability.

Technical Expertise: Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency. Including, but not limited to: Microsoft Word and Excel, as well as in-house accounting software; Strong computer skills with ability to efficiently and accurately enter data.

Time Management: Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities. Meets deadlines.

Written Communication: Is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers message in a tone appropriate to the context.

Process Management: Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration; can simplify complex processes and create procedures for repetitive processes.

Organizational Knowledge: Knowledgeable about how congregational communication, decision making and leadership works.

Decision Making and Problem Solving: Uses sound logic to approach difficult problems and apply effective solutions.

Additional Information:

All staff positions are subject to:
- the policies and guidelines of the Presbyterian Church (U.S.A.) Constitution
- the Bylaws of Memorial Presbyterian Church of Appleton, Wisconsin
- the most current version of the Manual of Operations of Memorial Presbyterian Church of Appleton, Wisconsin; including, but not limited to Personnel Committee Policies, Employee Handbook, and the Safe Church Policy.

Date Last Revised: August 24, 2021