

Title: Friendly Temple Church Bookkeeper

Reports To: Executive Leadership

FLSA Status/Classification: Full-Time Exempt and Part-Time Non-Exempt

Location: Main Office / Telework optional

Job Summary:

The primary duty of a bookkeeper is to manage the financial accounts of the Friendly Temple Church in-office and/or virtually. This includes, maintaining records, business transactions, balancing ledgers, reconciling accounts, and reports preparation in compliance with established operational policies and procedures.

Description of Work:

- Develops system to account for financial transactions by establishing a chart of accounts; based upon the church's bookkeeping policies and procedures
- Maintains subsidiary accounts by verifying, allocating, and posting transactions
- Daily review of accounts to ensure deposit/negation transactions and bank account balances are accurate
- Balances subsidiary accounts by reconciling entries on a weekly basis in preparation for month-end closeout of financials
- Maintains general ledger by transferring subsidiary account summaries
- Balances general ledger by preparing a trial balance; reconciling entries
- Maintains historical records by filing documents
- Files paper records to validate electronic data
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends
- Ensures standard weekly reports are rendered on time – (*i.e. Funds Report 1pm, AP Report 3pm*)
- Compiles reports to show statistics, like cash receipts as well as expenditures, accounts payable plus receivable, profit loss, and also other items pertinent to operation of business
- Summarizes details in separate ledgers or computer files transfers data to general ledger
- Record sales receipts and deposit incoming cash and checks
- Writes and records payout checks to vendors
- Records wire, ACH and credit card payments
- Properly transfers money between accounts internally
- Monitors church and nonprofit budgets and compares to actual income and expenses
- Keeps accurate records of both organizations' assets and their accounting value
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions

Additional Functions:

- Performs administrative and clerical functions.
- Authorizes or making purchases of raw materials and supplies
- Ensures all orders have approved Purchase Orders in tact prior to procurement
- Makes inventories of stock and other materials.
- Makes purchases of raw materials and supplies
- Prepares invoices, collect and make payments
- Balances the cash books, prepare account statements and receipts for payments.
- Keeps track of expenditure and cash in various departments.
- Ensures office is kept in a neat and organized fashion for easy access and retrieval of invoices, bills, and documents
- Maintains record of when checks and deposit slips need to be ordered

Knowledge and Skills

- In-depth knowledge of bookkeeping and accounting in accordance with government laws and procedures
- Must know how to prepare, classify and store purchase orders, payment receipts and invoices etc.
- Knowledge of how to prepare and present data in a table, chart or as statistical data
- Understanding of how to prepare and read financial and accounts reports
- Must be able to account for fixed and liquid assets on a regular basis
- Must have an in-depth understanding on tax laws set forth by the state and the ability to understand communication and documentation that is received from the department

Qualifications:

- Bachelor's Degree in Accounting preferred. Significant applicable work experience may substitute
- 3-5 years bookkeeping experience
- Proficiency in Microsoft Suite
- Experience in accounting software package, preferably ACS (3-5 years minimum experience)
- Extensive knowledge of Generally Accepted Accounting Principles
- Ability to prioritize and multi-task in a fast-paced work environment
- Highly organized and detail oriented
- Able to complete tasks accurately and timely with minimal supervision
- Strong verbal and written communication skills