

Bookkeeper – First Baptist Church of Pinehurst

Status: Part Time

Reports to: Senior Pastor/Treasurer

Hours: Approximate 30 hours per month

Summary: The Bookkeeper is responsible for managing and recording the church's financial and business transactions, maintaining accurate records, providing timely reports, and ensuring this is done with knowledge of sound accounting principles. This position will work with the Treasurer and Senior Pastor in accordance with the financial policies and procedures established by the church.

Job Responsibilities

- Manage Accounts Payable vendors and pay invoices
- Record journal entries and manage General Ledger
- Balance credit card statements and bank accounts and provide reconciliation to Treasurer
- Establish liability accounts when required
- Reconcile weekly member contributions and online giving
- Track eligible sales tax purchases and submit filing for tax reimbursement
- Perform month-end and year-end account closing activities and reconciliations
- Manage payroll using ADP software
- File 1099's at year end
- Prepare monthly financial statements
- Assist in preparation of annual budget
- Maintain complete confidentiality of all church and member financial records

Qualifications

- Minimum of 3+ years of professional bookkeeping/accounting experience; Associate's or Bachelor's degree in accounting preferred (will consider equivalent years of professional accounting experience), Payroll management: 2 years (preferred)
- Experience with 501c3, non-profit church finances is a plus
- Demonstrated proficiency in computer skills, must be proficient in Microsoft Excel
- Good interpersonal skills and ability to work with staff and church members
- Knowledge of ACS church software and ADP Payroll software is a plus – must be comfortable in various software environments
- Strong attention to detail, effective communication & time management for meeting deadlines
- Must have a personal relationship with Jesus Christ and a commitment to biblical principles and teachings

Compensation: \$26-30/hr - will be based on demonstrated experience and skill level for qualifications listed and the number of hours designated for the position.