

## Pierce Church Job Description: *Bookkeeper*

**Purpose:** The Bookkeeper supports the mission and ministry of Pierce Church through maintaining accurate financial records and overseeing the payment of invoices, payroll, and budget management

**Supervision:** The Bookkeeper reports directly to the Lead Pastor who works in collaboration with the Leadership Board of Pierce Church

**Position Hours:** Approximately 8-12 flexible hours a week, including a combination of remote and office work

**Compensation:** Competitive Hourly Pay Based on Skills and Experience

**Benefits:** 2 weeks of vacation and additional time-off available in communication with the Lead Pastor

### **Responsibilities:**

- Maintain complete and accurate records of all church financial, employment, and business transactions
- Accomplish bookkeeping responsibilities utilizing accounting software and church giving platforms
- Oversee bi-monthly payroll for a small staff in an efficient and timely manner
- Work with Financial Secretary to record information regarding offerings and other income
- Enter all invoices submitted for payment, print checks, submit for signing, and prepare for mailing
- Balance and reconcile checking and savings accounts and submit regular financial reports for review
- Prepare monthly, quarterly and yearly payroll tax forms and make necessary deposits to IRS
- Prepare W-2s and 1099's at year-end
- Collaborate with the Lead Pastor in the creation of a proposed yearly budget
- Attend a monthly church staff meeting
- Support the Lead Pastor and church staff in the overall mission and ministry of the church

### **Job Skills/Requirements/Experience:**

- Fully believe in and support the mission, vision, and culture of Pierce Church
- Preferred education and professional experience in basic accounting and payroll management
- Excellent verbal and written communication skills
- Proficiency in the use of computer systems and accounting software
- Welcoming personality, team player, responsible, and self-motivated
- Ability to maintain strict confidentiality