

## **Ascension Lutheran Church: Job Description**

2911 Libal Street, Green Bay, WI 54301

*As Lutheran Christians, we are redeemed by Christ to be people of God, inviting all to faith-filled worship, challenging all to grow in faith, reaching out to all in faithful service and witness.*

### **Position: Bookkeeper**

Hours: 12 hours per week

Reports to: Business Support Manager; works in cooperation with the church Treasurer and Finance Mission Team

Benefits: None

Date Approved: 6/12/2025 - Mutual Ministry

Last Revised: 6/12/2025 - Mutual Ministry

### **Position Purpose:**

The purpose of the position is to serve the healthy functioning of the congregation, its mission, and its ministries through the tasks of bookkeeping.

### **Basic Standards:**

- Bears witness to a personal living faith in Jesus Christ. Faithful in worship, prayer, and congregational life.
- Serves in response to the needs and mission of this congregation and according to the Confession of Faith of this church.
- Interacts in a positive and constructive manner with others, including pastors, other staff, ministry volunteers, congregational members, and the community beyond the congregation.
- Maintains healthy personal and professional boundaries.
- Pursues ongoing learning, positive change, and job specific growth to increase effectiveness and continuously improve in the role.
- Operates with utmost integrity; maintains confidentiality; effectively navigates sensitive interpersonal situations.

### **Responsibilities:**

- Process invoices, assign account numbers and prepare checks using QuickBooks.
- Post deposits to QuickBooks from database information.
- Enter offering data into the database.
- Enter credit charges and reconcile monthly credit card statement.
- Send payroll information to the payroll service twice monthly.
- Record journal entries as needed.
- Prepare monthly financial reports including Balance Sheet, Profit and Loss Statements, and reconciliation of QuickBooks and database.
- Prepare and maintain annual budget planning documents.
- Prepare year-end annual report.
- Prepare annual parochial report – financial information for Synod.
- Perform the weekly, twice monthly, monthly, quarterly, and annual duties as assigned and outlined; keeps this list of duties up to date.
- Maintain youth fundraising account and produce statements.
- Assist in the development of financial policies and procedures.
- Additional bookkeeping duties may arise or be assigned.
- Provide support and assistance to mission teams as requested.

- Attend Finance Mission Team meetings. (typically, 5-6 times a year in the evening)
- Attend daytime staff meetings as required (typically weekly).
- Prepare and submit annual 1099s to independent contractors.
- Prepare quarterly member giving statements.
- Other related duties as assigned.
- Work together with appropriate others to update and improve this job description for effectiveness in ministry in this area and to stay consistent with changing realities.

Currently outsourced:

- Preparation of W-2's.
- Preparation of quarterly 941 payroll tax report.
- Preparation of monthly payroll tax deposits and related checks.
- Payroll

**Qualifications:**

- High School Diploma plus two-year accounting degree; or the equivalent.
- 2-3 years of experience performing all bookkeeping responsibilities for an organization.
- Experience with QuickBooks.
- Advanced knowledge of Excel or willingness to learn.
- Experience with budgeting process desired.
- Strong organizational skills.
- Strong attention to detail.
- Tenacious and effective problem solver.
- Good written and verbal communication skills.
- Ability to meet regularly scheduled deadlines for reporting and payroll.
- Provide additional time during the budget and year-end process.