**Prince of Peace Lutheran Church**

**1747 W. Milham Ave.**

**Portage, Michigan 49024**

**POSITION TITLE:** Bookkeeper

**REPORTS TO:** Pastor

**GENERAL SUMMARY**: The bookkeeper is responsible for recording financial transactions and maintaining financial records.

**QUALIFICATIONS**:

* Possess proficiency with computer technology including:
  + Word
  + Excel
  + Outlook
  + Willingness to learn Shepard Staff software
* Must possess working knowledge of accounting
* Maintain confidentiality
* Practice professional etiquette
* Possess ability to work with others on staff, council and various committees
* Able to work independently

**RESPONSIBILITIES**:

Financial Transactions and Records

* Pays invoices when due and determines payment schedules of contributory payments based on cash flow and financial outlook.
* Resolves “disputes” with vendor regarding billing errors.
* When appropriate, initiates rate negotiations with vendors.
* Enters weekly contributions from Sunday offerings
* Reconciles offering documentation with bank deposit
* Writes monthly balancing journal entries
* Prepares monthly financial statements
* Reconciles checking and Good Samaritan bank accounts monthly
* Maintains records of special giving to dedicated funds.
* Establishes and maintains electronic giving options and records with Vanco, including interface of e-giving with Shepherd’s Staff
* Manages monthly state and federal tax deposits and files the required quarterly and annual tax statements.
* Manages all aspects of payroll. This includes the direct deposit files via payroll software, bank ach transfers and the preparation of W-2 and 1099 federal forms.
* Prepares End of Year report and archives previous year records.
* Maintains financial records in church management software and manages updates and changes to the software system (financial & payroll) and chart of accounts as necessary.
* Maintains good record retention practices and ensures secure location for church financial records.
* Assists with facilitation and financial tracking of additional fundraisers, pledge campaigns, or donation based events such as youth gross-fundraiser, capital projects, or mission outreach fundraising.
* Performs financial analysis as necessary by request of the finance committee, often requiring additional exploration of the reporting tools available in Shepherd’s Staff.
* Manages flower chart and seasonal flower sales for Easter and Christmas.
* Works with insurance carrier for coverage inquiries. Updates compensation for Worker’s Compensation insurance with carrier when changes.

Stewardship/Budget

* Liaison with Stewardship committee
* Tracks, records and acknowledges annual pledges resulting from stewardship drive
* Analyzes pledge data and creates reports for others to view comparison reports, while maintaining the confidentiality of the pledges.
* Provides salary and benefit analysis support for budget process.
* Coordinates annual budget communications with committees.
* Works with the finance committee to create the annual budget recommendation.
* Prepares annual budget detail in Shepherd’s Staff.
* Attends budget hearings and annual meeting to help field questions.

Payroll and Benefits

* Files annual “Change of Salary” paperwork with the ELCA Board of Pensions.
* Manages employee benefits with Portico Benefits, including annual benefit selection.
* Works with personnel committee to facilitate new employee hiring, including Federal and State employment and tax withholding forms, background checks, and payroll set-up. Also facilitates employee exit tasks such as end of employment notifications to Portico and severance agreement administration

Annual Audit Responsibilities

* Works with audit committee to provide information and financial records for the annual audit process.
* Reviews draft audit reports and works with finance committee to provide responses to audit comments.

Communication, Staff and Committee participation

* Contribute as a working participant on staff, attending weekly staff meetings
* Serves as a decision making / voting member of the church Finance Committee
* Prepares, reviews and issues (either email or mail) contribution statements three times per year
* Works with POP webmaster to keep online giving tools up to date.
* Sets counter schedule and coordinates scheduling conflicts.
* Provides acknowledgements list of memorial gifts for funerals to family members.
* Acknowledges special gifts to donors. Prepares spreadsheet of special gifts for Pathways of Giving acknowledgements in monthly newsletter.
* Writes appropriate news articles for Peace Proclamations and Newsletter
* Assists Administrative Assistant with receptionist/phone duties, if needed