



FLATROCK

COMMUNITY CHURCH

Job title	<i>Bookkeeper</i>
Reports to	<i>Administrative Director</i>

Job purpose

The purpose for the Bookkeeper at Flatrock Community Church is to be fully responsible to manage and track all financial transactions, to effectively review and analyze financial statements periodically, to self-audit to prevent material misrepresentations and errors, to evaluate the financial statements in light of the approved budget, to report financial statements to the Session, and to be well enough versed in our financial operations that you can answer questions for the Session or any other inquirer. It is imperative that you be able to create processes that reduce risk and increase efficiencies while also being attune to possible operational and financial risks.

Basic Requirements

- Have a growing personal relationship with Jesus Christ
- Maintain a cooperative team spirit and positive attitude with staff, volunteers, and congregation
- Possess competent computer skills (Word, Excel, QuickBooks, Mail Center)
- Exhibit personal integrity and self-motivation in job function
- Maintain dress and appearance appropriate to the business and ministry of Flatrock
- Must have familiarity with GAAP, accounting degree a plus
- Must be able to work independently and be self-motivated
- Must be a problem solver, critical thinker and detail oriented
- Must be familiar with financial statements and the relationship between them

Specific Duties and Responsibilities

- Bookkeeping/Accounting
 - Record all contributions (checks, cash, online, other gifts/donations, e.g. cars or stock)
 - Make bank deposits
 - Manage lease payments for office space and worship space
 - Process all check requests (charity/benevolence requests or reimbursements)
Print outgoing checks and have signed by approved officers
 - Record all expenses in general ledger
 - Manage payroll, taxes, and account with Inuit
 - Reconcile bank statement with QuickBooks
 - Print monthly financial report
 - Meet with finance committee/team/person monthly to review finances
 - Print annual financial report and help create/give insight to new fiscal year budget
 - Mail/email contribution statements
 - File 1099 taxes for contract labor

Salary

- Part-time starting at \$15 per hour