

Position Description: Bookkeeper

Messiah Lutheran Church is a congregation of the Evangelical Lutheran Church in America. We welcome and actively invite people of all ages, races, ethnicities, nationalities, sexual orientations, gender identities, gender expressions, relationship statuses, socioeconomic statuses, disabilities, and mental and physical conditions into full participation in the body of Christ. We believe our God given purpose and mission is to be a Spirit filled congregation grounded in Jesus Christ, nourishing our local community in body, mind and soul in Rotterdam, New York.

The Bookkeeper is classified as an hourly, part-time employee who reports to the Business Administrator.

Job Overview

The Bookkeeper will oversee use, distribution and reporting on Messiah's funds while supporting the work of the Budget & Finance Committee and Treasurer in drafting budgets.

Responsibilities and Duties

1. Maintain the General Ledger, including setting up new accounts as necessary and completing monthly transactions.
2. Produce monthly financial reports for the Council. Produce financial reports for both the annual report, and the annual report for the ELCA.
3. Meet with the Treasurer once a month to discuss finances.
4. Execute the payroll, keep track of reimbursable accounts and print reports.
5. Visit the Business Administrator office once per week to collect bills. Pay the bills of the congregation.
6. Set up and maintain various funds of the congregation.
7. Support the annual budgeting process with the Budget & Finance Committee and Treasurer.
8. Prepare the financial reports for federal and state tax reporting.
9. Reconcile all bank checking and savings accounts.
10. Maintain records of investments.
11. Execute selling of stocks as directed.
12. Maintain and send revenue records to the Treasurer.
13. Keep backup records for all financial records.
14. Other duties as assigned.

Compensation/ Benefits

1. Hourly wages based on experience as negotiated with Personnel Committee, with an average of twenty hours/ month expected.

Skills and Qualifications

1. Bachelor's Degree or otherwise qualified work experience.
2. Ability to pass a background check.
3. Strong communication, comprehension, and interpersonal skills.

4. Flexibility to adjust their schedule to suit the needs of the congregation.
5. Motivation to work independently or with others to provide thorough, efficient administrative services to the congregation.
6. Fluency in QuickBooks Online.
7. Agree to abide by all policies and procedures found in the *Employee Handbook*.