



Bookkeeper Job Description

Reports to: Executive Pastor

Part-time / Non-exempt, 24 hours/week, 12 hours required in-office per week.

Starting rate: \$25.00 / hr.

General Description:

The Bookkeeper is responsible for managing church financial processes. This includes processing weekly offerings and other forms of income, bill payment, expense reimbursement, payroll processes and Quickbooks recording.

Essential Job Functions:

1. Receive, count, enter and deposit weekly tithes and offerings received via weekend services, mail, online, stock transfer, etc. Update giving records weekly through Planning Center.
2. Manage purchasing including receiving, reviewing, recording and paying bills and other expenses as directed through bill.com, check writing and automatic payment methods. Communicate with vendors directly and manage W-9 and COI information.
3. Manage expense reimbursement, bank transfer requests, bank account reconciliation and other financial processes for ten operating accounts, two credit card accounts and an investment account.
4. Manage payroll for church staff through APS online. Execute bi-weekly payroll requirements, including 403b distributions and deduction management.
5. Update and maintain Quickbooks online records.
6. Update and distribute weekly reports for Executive Pastor.
7. Produce and distribute quarterly and annual giving statements.
8. Participate in accounting and financial audits.
9. Communicate and maintain company interface with vendors (health, dental, HRA) for employee benefits.
10. Perform other duties as assigned by the Executive Pastor.

Education and Experience:

This position requires a minimum of 2-4 years' experience as an accounting/bookkeeper/finance manager in a church or business environment. Possession of a BA/BS degree in Accounting, Finance or related field is required. The successful individual will also possess a working knowledge of Quickbooks online, Microsoft Office, church database (Planning Center), online payroll system (APS), and other related applications.

To be considered for this position, please send your resume and cover letter to Jason Knechel, Executive Pastor, Victory Church at jason@getvictory.net.

Dr. J. Edward Crenshaw - Senior Pastor

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