

ST. PHILIP LUTHERAN CHURCH

Bookkeeper

Updated March, 2021

SUPERVISED BY: Church Business Administrator

Non-exempt, part-time hourly position

Purpose of the Job:

Enter all the Accounts Payable and Accounts Receivable transactions into the financial database for both St. Philip Lutheran Church (SPLC) and the St. Philip Early Learning Center (SPELC).

Core Responsibilities:

1. Enter the A/P transactions for both SPLC and the SPELC into the Church Windows database.
 - a. Generate the checks for signatures.
 - b. Properly document each invoice paid.
 - c. File the church invoices in the gray lateral file.
 - d. Return the ELC invoices to them for signatures, mailing and filing.
 - e. Generate a separate “check register” for the church and the ELC.
2. Enter the A/R transactions for the ELC into the CW database. SPELC will collect and enter the dollar amounts into their system called ELC (Early Learning Ventures) but the actual deposits will be recorded by this position.
 - a. Run the report after the deposits have been posted.
3. Enter the debit card transactions for both the church and the ELC into the financial database. This includes the church debit card, the two cards issued to the pastors and the debit card for the ELC.
 - a. File the church credit card transactions documentation into their proper place.
 - b. After recording the ELC debit card transactions in the database, return that documentation to the ELC office for proper filing.
4. Create the VANCO excel sheets recording the electronic deposits for the church as to when those deposits actually enter the bank accounts. The auditors use this spreadsheet when auditing our bank accounts.
5. On a monthly basis, perform the bank reconciliations in Church Windows for the three SPELC bank accounts and for the two SPLC Mission Investment Fund accounts.
6. Special quarterly duties for both the church and the ELC; including mailings, database cleanup, and stewardship spreadsheets.
7. Enter the weekly donations for all income received by SPLC into the Church Windows database verifying the volunteer ‘counter’ numbers and that amounts are reconciled.

Meetings to Attend:

1. None

Accountability:

This position is responsible to and reports directly to the Business Administrator and indirectly to the Senior Pastor. A performance evaluation will be conducted three months after the hire date.

Position Specifications:

This is a part-time hourly position working no more than 3-5 hours per week. Hours may vary based on workload.

Reviews:

It is the desire of St. Philip to hold annual reviews – a process beginning in August and ending no later than September.

Qualifications:

1. Proficient in data entry.
2. A working knowledge of a 10-key adding machine.
3. Must be on site for all work performed.
4. Must be detail oriented.
5. Ability to interact with individuals in a kind, supportive, and confidential manner – both on the phone and in person