

## JOB DESCRIPTION

**Title:** Full Charge Bookkeeper  
**Department:** Accounting  
**Reports to:** Executive Pastor of Operations  
**Supervises:** Only Volunteers  
**Last Updated:** September 2021

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*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

### POSITION SUMMARY

This position is responsible to perform all accounts payable activities, facilitate accounts receivable through a volunteer staff team, facilitate payroll through a vendor, post items to the general ledger, and support some financial reporting. Receives and reviews invoices from vendors, matches documents, codes and batches, obtains approval by appropriate budget managers, and processes checks to send to vendors. The position processes and maintains all payroll related activities necessary to send payroll information to an outside vendor. This position handles all incoming calls from vendors regarding invoices and payments, donors requesting information about donations, and employees seeking information about departmental balances or payroll. This is an exempt, 40-hour per week (1.0 FTE) position and is considered full-time for benefit eligibility.

### ESSENTIAL FUNCTIONS

#### **Accounts Payable (40%)**

1. Receives and reviews accounts payable invoices (weekly). Ensures that all invoices are coded with an account to charge, have the appropriate budget manager's approval and verifies that product/service have been received. This often requires communication with the various budget managers. Enters data into accounting software along with electronic copies of invoices and receipts creating batches for proofing. Confers with Executive Pastor for Operations prior to check run.
2. Creates check run batch based upon the due date of invoices (weekly). After checks are printed, processes and verifies accuracy of vendor name, address, and amount. Obtains signatures on checks as required per policy. Attaches remittance advices and distributes or mails checks as indicated on invoice or requisition form.
3. Inputs and reconciles credit card purchases and processes the credit card payments.
4. Receives calls and emails from vendors and budget managers regarding payments on invoices. Researches and resolves issues.
5. Maintains petty cash fund. Disburses funds based on proper approvals and receives documentation of such. Replenishes funds when low and at month end.
6. Maintains supply of forms for travel expense, check requests, bankcard requests, and petty cash.
7. Requests and obtains W-9 IRS forms from new vendors. Enters information into the accounting software.

### **General Accounting (40%)**

1. Weekly downloads the revenue report and records entry in the accounting software after confirming all contributions have been recorded in Fellowship One.
2. Receives calls and emails from donors regarding donation records. Researches and resolves related issues.
3. Actively manages Funds/Sub funds in Fellowship One database and ensures that online giving options are updated weekly.
4. Creates and maintains logs for various restricted giving campaigns or projects.
5. Ensures that monthly financial reports are distributed to budget managers upon completion of monthly close.
6. Prepares/assures accuracy of monthly and correcting journal entries. Documents transactions and attaches support behind entries. Creates and posts accrual entries at December 31 for closing of the books and audit.
7. Assists controller in reconciling asset and liability accounts monthly, including bank statements.
8. Ensures all accounting department files (AP, Payroll, journal entries, HR) containing journal entries and general ledger reports are filed weekly so that entries can be readily found for research.
9. Performs general ledger research to provide details on income and expenses for the Executive Pastor of Operations as well as other budget managers as requested.
10. Conducts end of fiscal year closing procedures, audits, and reporting. Attends and resources the church member annual business meeting.
11. Performs other job-related duties as assigned.

### **Payroll (15%)**

1. Prepares semi-monthly payroll for outside vendor processing.
2. Creates payroll journal entry and conducts account reconciliations.
3. Ensures quarterly or annual filing for W-2, 1099, state-non-profit license renewal, and other filings as assigned.

### **Human Resources (5%)**

1. Assists with facilitating on-boarding and off-boarding employees.
2. Implements employee status changes within payroll software.
3. Manages employee benefits, primarily through vendor relationships including adding, changing, and terminating employees on benefit plans (Including health, vision and dental insurance and retirement contributions).
4. Maintain hard copy personal files keeping filing current.

### **Tax Filings (2%)**

1. Review Quarterly 941 tax returns and annual W-2's prepared by payroll processor.
2. Prepare Quarterly WA State tax returns including L&I (workmen's compensation) and excise tax).

3. Annually file State/City business licenses.
4. Annually prepare and file federal 1099 returns.
5. Annually prepare and file Federal PCORI return.
6. Other tax files/license as needed.

***This job description does not create an employee contract, implied or otherwise, other than an “at will” employee relationship.***

#### **QUALIFICATIONS**

1. Bachelor’s degree in accounting, business, finance or related field preferred.
2. Experience in general bookkeeping, minimum 1-3 years preferred.
3. Experience in an accounting setting and knowledge of office routines.
4. Proficient in Windows, Excel, Word, & commonly used accounting software.
5. Demonstrate attention to detail and accuracy in data entry.
6. Possess strong organizational skills.
7. Evidence of strong interpersonal and communication skills. Gets along well with co-workers and deals effectively and professionally with colleagues.
8. Ability to work independently, but with willingness to work as a member of a team.
9. Demonstrate commitment to maintaining a safe work environment free of harassment, violence, and unlawful discrimination.

#### **WORKING ENVIRONMENT**

1. Work is generally performed indoors in a typical office setting.
2. Weekend/evening work typically not required, except to meet monthly deadlines (i.e., monthly close, payroll) or for special meetings (i.e., annual or special business meetings).
3. Position works with confidential information.
4. Frequently required to be in front of a computer screen for long periods of time.

#### **PHYSICAL DEMANDS**

The functions are usually performed while sitting, but may involve some amount of time bending, crouching, lifting (max. of 40 lbs.), walking, carrying, reaching, stretching, climbing, perform repetitive motions of the hands or wrists and other movements. The abilities of seeing, hearing and speaking are also required.

#### **LIFESTYLE STANDARDS**

Recognize, understand and agree to live by the moral and ethical standards of Bethany Christian Assembly as outlined in the Bethany Christian Assembly Employee Handbook.