

**Bethany Christian Assembly**

**Job Title: Full-Charge Bookkeeper**

**Reports To: Lead Pastor and Deacon Board**

**Category: Administrative Staff**

**General Description:**

The Full-Charge Bookkeeper has a key role within the finance department and is responsible for managing all aspects of the organization's bookkeeping activities. This includes maintaining accurate financial records, processing payroll, managing accounts payable and receivable, HR duties, and preparing financial reports. The Full-Charge Bookkeeper ensures the organization's financial health by executing efficient and effective financial procedures.

**Key Responsibilities:**

1. Manage all aspects of day-to-day bookkeeping and accounting processes, including but not limited to A/P, A/R, payroll, journal entries, and bank reconciliation.
2. Prepare accurate monthly financial statements, in collaboration with an accounting firm, including cash flow, profit and loss, and balance sheets.
3. Process payroll promptly, ensuring accurate calculation of wages, tax withholdings, and company contributions.
4. Conduct regular ledger maintenance and reconcile bank accounts to ensure the accuracy of financial information.
5. Oversee the management of invoices and bill payments and track organizational expenses.
6. Coordinate with the Finance Team to develop and implement financial policies and procedures.
7. Assist in preparing annual budgets and participating in audit processes.
8. Maintain confidential financial information and comply with federal, state, and local legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
9. Provide financial status information by preparing special reports and completing special projects.
10. Ensure timely reporting and payment of all tax obligations.
11. Collaborate with external auditors, providing necessary information for the annual audit.
12. Improve systems and procedures and initiate corrective actions to automate the accounting process.

13. Lead HR responsibilities.

14. Oversee all insurance details.

**Education and Experience:**

- An associate or bachelor's degree in accounting, finance, or a related field is preferred.
- Proven experience as a full-charge bookkeeper or similar role, with a thorough understanding of bookkeeping practices and principles.
- Proficiency in accounting software (e.g., QuickBooks, Sage, etc.) and Microsoft Office Suite, especially Excel.
- Experience with payroll processing and reporting.

**Other Requirements:**

- Strong attention to detail and accuracy in handling financial information.
- Ability to manage multiple tasks simultaneously in a fast-paced environment.
- Excellent organizational and time management skills.
- Strong communication skills, both written and oral.
- Ability to maintain confidentiality regarding financial information.

**Key Competencies:**

- Professionalism and ethics in handling sensitive financial information.
- Strong analytical, problem-solving, and decision-making skills.
- High level of accuracy and attention to detail.
- Effective organizational and planning skills.
- Initiative and reliability in fulfilling job responsibilities.

**Office Hours:**

- A schedule of hours per week as approved by the Lead Pastor.

**Compensation:**

- Salary based on qualifications, determined by the Deacon Board, and reviewed annually.

Note: This document does not create an employee contract, implied or otherwise, other than an "at will" employee relationship.

Acknowledgment:

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revision Date: February 14, 2024