

Bookkeeper

Point Loma Community Presbyterian Church

Our Vision

Loving Everyone to LIFE with Everything We Have

Our Mission

*Through authentic community we seek to Experience Jesus,
Journey into Deeper Faith, Strengthen the Church, and Transform the World.*

POSITION DESCRIPTION

Title: Bookkeeper

Reports to: Director of Operations

Works with: Members, Ministry Staff, and Volunteers

Relates to: Treasurer, Pastor, and Session through Finance and Audit Committees

Classification: Non-exempt, 20 hours per week

Payment: \$25 per hour

JOB DESCRIPTION

Responsibilities include, but are not limited to the following:

Accounting

1. Input and maintain accounting entries, per GAAP accounting procedures
2. Create and maintain appropriate & accurate accounting records including but not limited to: General Ledger, Trial Balance, Monthly Income, Balance Sheet and Cash Flow statements for both church and Preschool, Bank Statements, Investment and other special accounts records.
3. Process and record cash receipts in church CRM and accounting softwares. Record and reconcile online receipts from church and Preschool portals
4. Process accounts payable and check requests, verify receipts and invoices, in a timely manner.
5. Update & maintain PayChex payroll database, process bi-weekly payroll, including cash transfer request, and GL entries in accounting software, balance period-end reports and reconcile to bank statements, support onboarding of new hires and exiting of staff
6. Review or prepare year end tax documents, including but not limited to 1099s

CRM Maintenance and Support

1. Maintain member accounts in CRM database
2. Prepare and mail quarterly giving statements to donors
3. Post receipts in CRM and GL
4. Support Stewardship campaign recording pledges, follow up as required to verify pledges, provide pledge and recurring online giving updates as required
5. Assist in reviewing new online/CRM accounts to determine member/guest status, Assist with data base maintenance, corrections, efficiencies
6. Reconcile online / CRM sync errors
7. Assist members with giving questions

Month End and Ongoing Reports

1. Prepare and provide budget and/or giving reports to Ministry Leaders (staff, elders, chairpersons)
2. Receive and provide updated investment statements to Endowment treasurer

Bookkeeper | Job Description

PLCPC - 2128 CHATSWORTH BLVD. - SAN DIEGO, CA - 619-223-1633 - www.pointlomachurch.org

3. Assist with record keeping of volunteer and staff background checks, and training

Audits

1. Compile and deliver information as required for Accounting and Workers Comp including but not limited to accounting records, pledge cards, bank and investment statements, payroll records
2. Assist in answering and updating procedural questions and guidelines

Miscellaneous

1. Assist in Preparing labels for mailings, updating postage in meter, processing bulk mail with Post Office
2. Cover Front Desk phones and duties as needed
3. Other duties as assigned by Director of Operations or Head of Staff

Accountability and Evaluation

1. Reports directly to Director of Operations
2. Performance and terms of employment are reviewed by the Director of Operations and Church Life after the first 90 days and annually thereafter.

Qualifications

1. Has a vital commitment to Christ and spiritual growth
2. Maintains a positive and professional demeanor
3. Guards the confidentiality of member, guest and staff information
4. Proactive self-starter with strong research and problem solving skills
5. Comfortable working with members, staff, suppliers, and volunteers
6. Proficient in computer use, including but not limited to; Word, Excel, Google Docs, Accounting, CRM and Payroll software, ParishSoft, Simple Church and PayChex a plus
7. Organized, flexible and detail oriented
8. Dependable with good communication skills
9. College degree in any field or equivalent work experience

POSITION SPECIFICS

- Reports to: Director of Operations
- Classification: Non-exempt, 20 hours per week.
- Office Hours: Monday - Friday 9:00 am -1:00 pm
- Pay Rate: \$25 per hour
- Employment is contingent upon a satisfactory completion of a background check (including an investigation with the State and Federal authorities regarding any history of criminal activity), and personal and professional references.