

Presbytery Bookkeeper
Part-Time (10-12 hours per week)

Purpose Presbytery Bookkeeper shall serve the Presbytery of the Coastlands with energy, intelligence, imagination and love, by providing accounting and bookkeeping services and assisting the Presbytery Treasurer in the proper recording of receipts, payment of bills and payroll, and reporting of the financial affairs of the Presbytery.

Accountability The Presbytery Bookkeeper is most directly accountable to the Administrative Presbytery Co-Leader (or acting Head of Staff) and the Presbytery's Board of Trustees through the Presbytery's Personnel Committee.

Relationships and Responsibilities of the Presbytery Bookkeeper

The Presbytery Bookkeeper shall relate to:

- The Treasurer as a colleague, support, and collaborator, and assist as needed in preparation of all financial functions
- The Board of Trustees through the Treasurer
- The Presbytery Co-Leaders as a resource, support, facilitator to accomplish/fulfill the Presbytery's purposes and goals, and reporting to the Administrative Co-Executor (or acting Head of Staff) in carrying out all responsibilities
- Other staff members as a colleague, support, and collaborator
- The congregations of the Presbytery to provide support and information

The Presbytery Bookkeeper shall hold responsibilities in the following areas:

- Create all checks (disbursements) as prescribed by the Treasurer on timely basis, based on approved vouchers/policies.
- Receive and deposit all monies as prescribed by the Treasurer on timely basis.
- Maintain the semi-monthly payroll, facilitating changes/updates upon proper authorization.
- Process Board of Pension payments related to members of the staff.
- Record all financial activity in the proper general ledger accounts .
- Prepare timely and accurate monthly financial statements (Giving Reports, Income Statement, and Balance Sheet).
- Assist in preparation of annual Presbytery budgets
- Respond to questions and concerns from Church Treasurers, Clerks of Session and Pastors
- Prepare for and interact with external auditors in their annual review and reporting of Presbytery's financial statements.

Desirable Skills B.S. in Accounting; minimum 5 years and ideally at least 10 years of experience in reporting, budgeting and financial analysis; knowledge of generally accepted accounting procedures; understanding of internal or external audits; familiarity with QuickBooks or similar accounting software; proficient in excel and other software; strong interpersonal skills.