



# COMMUNITY CHURCH AT TELLICO VILLAGE

## **Bookkeeper/Accountant**

### **Reports To:**

1. Administratively responsible to the Senior Pastor and in his/her absence to his/her designee.
2. Functionally responsible to the Treasurer and Finance Team.

**Supervises:** Not applicable.

**Full/Part Time:** Part-Time; 21 hours per week (MTW)

**General Job Description:** The bookkeeper/accountant is responsible for recording and reporting all financial transactions of all funds of the church and shall assist the Treasurer and Finance Team in other areas as requested.

**Responsibilities:** The responsibilities include, but are not limited to the following:

1. Accounts Payable: Processes vendor invoices, check requests and reimbursements. Prints checks and maintains vendor master files. Records automatic withdrawal payments. Prepares annual 1099s.
2. Records petty cash transactions. Reconciles and replenishes the account monthly.
3. Payroll: Processes semi-monthly payroll and maintains employee master files. Reconciles and files payroll tax returns. Prepares annual W-2s.
4. Prepares credit applications and employment verifications as required.
5. Processes weekly deposits, including the electronic transmission of checks to the bank.
6. Processes automatic bank draft receipts.
7. Provides information to donors on available methods of giving including stock and credit card.
8. Produces and distributes annual contribution reports.
9. Reconciles all bank accounts and credit card transactions.
10. Records transactions in the general ledger and reviews all accounts.
11. Prepares account analyses as needed.
12. Prepares, reviews and issues monthly financial statements and related reports.
13. Provides information for the development of the budget and enters new budget annually.
14. Prepares work papers and schedules for audits as needed.
15. Maintains up-to-date knowledge of all donor, accounting and banking software/systems.

16. Maintains accounting files in accordance with record retention procedures.
17. Attends weekly staff meetings. Attends Finance Team and Council meetings as requested.
18. Performs other duties as required.

**Job Qualifications:** Must have 2-5 years' experience as a bookkeeper/accountant in a comparable business environment. B.S. in Accounting and non-profit experience preferred.

**Skill Sets Required:** Must have strong computer skills and a willingness to learn new software. Must be able to handle multiple priorities. Must be accurate, organized, high-energy and hands-on. Must be a good communicator and should have a heart for Christian ministry work. Must be able to work cohesively with other staff and volunteers. Must have the ability to work in a confidential work environment with sensitive information.

2017/08