**Bookkeeper**

The Bookkeeper position is 10-12 hours per week.

Responsibilities of the Bookkeeper:

1. Credit pledges to all funds from deposits and online giving
2. Account for all funds within the church
3. Process accounts payable and issue checks weekly
4. Prepare monthly financial reports by the Thursday or Friday prior to committee meetings (2nd Tuesday of each month)
5. Prepare a report of all bills paid for Board of Managers
6. Prepare financial reports for monthly meetings as requested
7. Work with Smith & Sem payroll services and record in ICON
8. Reconcile bank accounts and credit card statements for review by Treasurer
9. Prepare and distribute pledge statements and annual giving letters
10. Maintain church records on ICON
11. Build annual budget in ICON
12. Set up and maintain ACH giving records with the bank
13. Maintain a listing of all church assets
14. Assist with annual financial reports
15. File annual 1099s

General Tasks

1. Maintain confidentiality
2. Keep regular office hours at the church (preferably on the same day each week)
3. Relate directly to the Pastor as Head of Staff and to the Treasurer
4. Attend staff meetings as requested by the Pastor/Head of Staff
5. Assist Boards and Committees with their work relating to church finances
6. Work with other members of the staff
7. Relate to members and friends of the church as a representative of the Federated Church in a warm and collegial fashion.
8. Attend monthly Board of Managers meeting when requested by of Treasurer or Pastor