

# Bookkeeper

Job Title:	<b>Bookkeeper</b>	FLSA Status:	Part – Time, Hourly, Non-exempt
Department:	Accounting	Reports To:	Pastor
Prepared By:	Personnel Committee	Prepared Date:	March 25, 2021
Approved By:	Pastor & Board	Approved Date:	11.11.2021

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## Summary

Responsible for balancing and correcting the accounting of the North Cape Lutheran Church's receipts and expenses. Prepares, processes, and balances payrolls (pending decision on payroll being in house).

## Essential Duties and Responsibilities

1. Balances and monitors daily and monthly accounting concerning Church receipts and expenses. Resolves discrepancies, makes adjustments and distributes reports.
2. Reviews and balances timecards and processes payrolls. Balances output and prepares payroll for distribution.
3. Processes payroll accounting.
4. Monitors accounts and prepares monthly account reconciliations to provide internal controls of accounting system.
5. Assists in with quarterly state unemployment and other tax filings.
6. Performs other duties as requested.

## Knowledge and Skill

High School diploma or GED. Minimum of 1 year of related work experience.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; and use hands to handle, or touch objects or controls. The employee is regularly required to stand and walk. On occasion the incumbent may be required to stoop, bend or reach above the shoulders. The employee must occasionally lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## Equipment Used

Personal computer, calculator.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Education and/or Experience

Requires four years of high school and three to twelve months related experience; or two to three years of progressively responsible related experience; or a combination of education and experience.

Employee Acknowledgment \_\_\_\_\_ Date: \_\_\_\_\_

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.