

## First Presbyterian Church of Petaluma (FPCP) Position Description

### 1.0 Title: Bookkeeper

**2.0 Purpose:** For the church, and in compliance with applicable state and federal laws and regulations, and in accordance with standard accounting practices, the bookkeeper shall maintain, in a timely manner, the accounting of all receipts and disbursements of church funds.

**3.0 Accountability:** The Bookkeeper is supervised by the Pastor, as Head of Staff; through the pastor, is accountable to the Budget and Finance Commission (BFC) Elder, to the Treasurer, to the Personnel Commission (PC), and to the Session.

### 4.0 Responsibilities:

- .1 Shall adhere to the principles of confidentiality regarding matters of the church operations
- .2 Post offerings, gifts, and other receipts to the church accounting software
- .3 Monitor/review all offering/donation data, which may be entered by volunteers, in the church management database
- .4 Review the quarterly and the year-end Financial Giving Statements for all donors, as recorded in the church management database; do research and correct when discrepancies are noted
- .5 Research discrepancies, identified by donors, in Financial Giving Statements, and make adjustments as appropriate
- .6 Prepare all checks and administer online bill payment and payroll as required or requested
- .7 Maintain documentation supporting bill payment and payroll
- .8 Maintain access security to vendor websites, banking facilities, and other online services used by FPCP Financials
- 9 Provide accounting for employee sick leave accrual, including notification to employee at time of payroll
- .10 Maintain petty cash fund and reimburse as necessary
- .11 Prepare the monthly and other financial reports as directed by the Pastor, and/or the BFC Elder/Treasurer.
- .12 Prepare quarterly and annual payroll reports as required by the Internal Revenue Service, State of California, Workers Compensation, and the Board of Pensions of the Presbyterian Church (USA)
- .13 Report, in a timely manner, any cash flow issues or related concerns to the Pastor, the BFC Elder, and the Treasurer, in accordance with BFC Policy, "Shortfall in the Operations Account," dated, November 11, 2010.
- .14 Periodically review petty cash
- .15 Prepare monthly bank account reconciliations for review by the Pastor, as Head of Staff
- .16 Provide accounting reports and other materials for FPCP's Annual Financial Review; make appropriate adjustments in response to the findings/recommendations identified in Annual Financial Review.
- .17 Attend monthly staff meetings, BFC and Session meetings as requested
- .18 Other responsibilities as directed by the Pastor who shall consult with the Treasurer or the Elder for BFC

**5.0 Qualifications:**

- .1 Ability to use computer software, i.e., MS Excel, QuickBooks, and church database management software, i.e., ChurchTrac
- .2 Knowledge of generally accepted accounting practices with minimum 3 years bookkeeping experience
- .3 Exhibits a mature Christian faith
- .4 Supports the mission of the church

**6.0 Terms:**

- .1 Part time position: approximately 8 hours/week. The hours are approved annually by the Session, upon the recommendation of the PC, who consults with the Pastor and the Chair of the BFC and/or the Treasurer
- .2 The PC will review annually the adequacy of compensation
- .3 The salary will be reviewed annually and approved by the Session, upon recommendation of the PC
- .4 Leaves, vacations, and holidays are subject to the provisions in the Personnel Guidelines of First Presbyterian Church of Petaluma

**7.0 Evaluation:**

- .1 At the end of a 90-day probationary period, an evaluation will be conducted by the Pastor, as Head of Staff, in consultation with the BFC Elder or Treasurer and a representative from the PC.
- .2 An Annual Performance Review will be conducted by the Pastor, as Head of Staff, in consultation with the BFC Elder or Treasurer and a representative from the PC.