

## Peace Lutheran Ministries - Job Description

Peace Lutheran Church, a Missouri Synod congregation, welcomes all people to experience God's grace and peace among us. Peace's mission—to gather, grow and go—is in response to the Great Commission (Matthew 28:18-20). Peace is a place where His love is proclaimed, experienced, lived and shared!

**Position Title: Bookkeeper**, Part Time Position, Hourly

**Reports to: Business Manager**

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### Position Summary

The Bookkeeper works with financial matters, involving data entry and paperwork for the day-to-day operations of the church and its ministries.

### Qualifications

#### Minimum qualifications

- Be a practicing Christian living a lifestyle that is consistent with those beliefs
- Have at least a high school diploma
- Knowledge of generally accepted accounting principles and procedures
- Attention to detail
- Working knowledge of computer applications, such as MS Word and Excel (and Access)
- Willingness to learn the Shepherd's Staff Finance software
- Problem solving skills
- Ability to maintain detailed audit trail
- Is able to keep information confidential

#### Preferred qualifications

- Be a member of Peace Lutheran Church
- Have education beyond high school with a collegiate degree preferred
- Possess advanced computer skills, especially in Excel

### Physical Requirements

Work involves sedentary to light work in an office setting. There is frequent need to sit, talk or hear, use the hands and occasionally lift light objects (up to 25 pounds) and perform other similar actions during the course of the workday. The work also requires inputting information into and/or extracting information from a personal computer for up to 50% of the work day.

## **Duties & Responsibilities**

### Daily

- Monitor General Fund checking activity (deposits, other credits, debits) and follow for supporting documentation.
- Make journal entries in Shep. Staff. Follow-up for supporting documentation.
- Working with volunteer assistants, checking their work for thoroughness and accuracy.

### Weekly

- Review purchase requisitions submitted by staff for completeness and accuracy.
- Assist with payments to vendors by entering data and printing checks.

### Month End

- Verify accuracy of Manual Bank Balance spreadsheet
- Lawndale Petty Cash checks key entered in Shep. Staff
- Review the General Ledger for descriptions and accuracies.
- Reconcile various accounts – liquid assets, liabilities, incomes.
- Maintain CEF Mortgage Housing Loans for employees.
- Complete financial records by the 10<sup>th</sup>. Save financial reports and email to ministry teams.
- Give General Fund and Petty Cash bank statements and supporting documentation to the person who balances our statements. Follow up on aged uncashed checks after the bank statements are reconciled.

### Year End (January)

- Verify non-employee compensation and report results for IRS Form 1099 (Misc. Income) to Payroll Service.
- Verify CEF mortgage loan amounts for employees and report information for IRS Form 1098 (CEF Mortgage Interest Statement) to Payroll Service.
- Final December payroll: “Zero out” the following Liability Accounts: Accident WH, CEF housing loans, FLEX, Shared Health Costs. Reconcile and share final results with HR to adjust December payroll checks.

### Year End (July)

- For fiscal year ending June 30: Verify completeness and accuracy of 12 months of General Fund activity. Save reports. Close Shepherd’s Staff Finance Fiscal Year End and restart new Fiscal Year.

### Accounts Payable

- Maintain file of recurring invoices (VLHS, Synod, Concordia Plans, leases, etc.)
- Ensure bills are paid when Business Manager is absent.

### Payroll and Benefits

- Prepare the payroll journal for key entry in Shep. Staff: Maintain excel spreadsheets allocating the salary/hourly wages and employer FICA costs to various ministries.
- Journal entries prepared for staff benefits packages. Maintain excel spreadsheets allocating the costs to various ministries.
- Health Reimbursement and Flex Spending Account reports reconciled and journal entries made.

### As Needed

- Request form W-9 from vendors.
- Coordinate with and provide support to Contributions Treasurer.
- Complete some tasks done by key volunteers during their absence.
- Assist in compiling Congregational & School Financial Statistics.
- Other reports and occasional special projects as requested by Business Manager.

### Common Responsibilities

In addition, there are certain responsibilities and duties that are appropriate for everyone associated with Peace. This section addresses some of those areas, but not limited to, the following.

Each employee is responsible for his/her actions and decisions to:

- God;
- His/her direct supervisor;
- Peace's members, Senior Pastor, and Board of Directors; and
- The community in which we live and do business.

Each employee has the following common responsibilities and duties:

- To be personally obedient to Jesus Christ on a daily basis;
- To pray for God's intervention in the lives of fellow employees, volunteers, and youth in the following areas;
  - God's prompting in their thoughts and heart; and
  - Their daily submission to His revealed will;
- To protect the proprietary nature of Peace data and products;
- To avoid conflicts of interest;
- To be watchful of how each endeavor affects Peace's witness for Jesus Christ before a watching world, and to then offer genuine, honest counterpoint to any action which might stain such a witness;
- To facilitate a spirit of grace and conciliation in all interactions;
- To offer options, alternatives, and a realistic picture of the ramifications of decisions made;
- To provide accurate guidance for Peace and its members;
- To keep and provide detailed documentation of all funds for financial accountability;
- To provide leadership in creating new ideas regarding ways Peace might minister;
- To be a resource for creative ideas on how Peace might make itself known;
- To be familiar with the software Peace utilizes; and
- To be present at all required meetings.

(Revised and approved 2/12/2018)