

POSITION DESCRIPTION

Title: Bookkeeper

Reports to: Administration & Finance Director (AFD)

Date: 02/2024

FLSA Status: Hourly

HOURS: 10 hrs/week, year-round

Position Purpose

The bookkeeper is responsible for the financial bookkeeping for all of the funds of the church, including operating, special funds, endowment and capital campaign.

Core Competencies

Trust and Integrity: Is widely trusted to keep confidences, adhering to a transparent set of personal and professional values that are congruent with the ministry of FPBUU.

Interpersonal Relationships: Exude a natural sense of care for the well-being for others. Build and maintain effective and constructive relationships inside and outside of the congregation, communicate with clarity, sensitivity and an awareness of appropriate boundaries.

Conflict Management: Recognize and resolve conflicts effectively and in a timely manner, applying principles of active listening and equity.

Organization and Planning: Organize all income, bills and check requests to ensure deposits and payments are made in a timely fashion.

Essential Job Functions

Congregational Support: Provides reports on expenditures and available funds for each area of ministry and for committees upon request.

Human Resource Support: Process payroll using QuickBooks Online Payroll system for both salary and hourly employees. Process timely retirement payments with Empower for employee and employer contributions. Ensure prompt payments for payroll taxes are made. Input and file new employee and independent contractor paperwork.

Administrative & Financial Responsibilities: Track billing and process monthly bill payments. Process weekly check requests and communicate with Treasurer and Endowment Financial Secretary when checks are ready to sign. Record bank deposits, online payments and transfers in QuickBooks Online on a weekly basis. Balance and reconcile all accounts, including investment income, on a monthly basis. Track and reconcile food coupons. Keep records for annual audits for worker's compensation. Work with outside contractors for external financial reviews.

Annual Budget Management: Enter new budget figures annually and adjust as directed by the AFD. Notify AFD if any distribution or reimbursement request is beyond the budget.

Tax Responsibilities: Produce annual tax reports such as W-2s, 1099s, others as needed. File reports as required.

Pledge Record Management: Records annual pledges for FPBUU members and pledging friends in Breeze, our member database. Send out quarterly pledge statements or as directed by the AFD.

Position Requirements

Skills & Knowledge	Minimum Education
<ul style="list-style-type: none">● Knowledge of QuickBooks Online, Microsoft Excel and other Microsoft office programs. Willingness to learn new software.● Proven organizational and time-management skills with the ability to delegate.● Ability to use verbal and written communication effectively across all constituencies.● Understanding of Unitarian Universalist Principles, including demonstrated competency in anti-racism, anti-oppression, and multiculturalism.● Knowledge of QuickBooks Online Payroll System or similar payroll system.	<p>Either:</p> <ul style="list-style-type: none">● Associate degree, or the equivalent combination of education and bookkeeper experience. <p>Minimum Experience</p> <ul style="list-style-type: none">● Three to five years of bookkeeping experience, preferably in a religious or non-profit organization.