

JOB DESCRIPTION FOR BOOKKEEPER BON AIR PRESBYTERIAN CHURCH

The bookkeeper will be a part-time paid position that reports to and is supervised by the Treasurer and head of staff of Bon Air Presbyterian Church. Church Windows and nonprofit accounting experience helpful but not required. Workload is typically 3-6 hours per week; additional hours may be required at year end. Salary range is \$25-\$30 per hour commensurate with experience.

RESPONSIBILITY ONE – FINANCIAL MANAGEMENT

Creates financial statements, manages banking with Atlantic Union Bank, and manages communications with the Presbyterian Board of Pensions. Provides financial advice for the Session and its Divisions.

1. Performs month end and year end accounting closing.
2. Reconciles bank accounts monthly.
3. Creates monthly financial reports prior to the monthly Session meeting and prepares other reports as required.
4. Performs bank transfers for the Preschool Scholarship and Pastor's Emergency fund.
5. Transmits all staffing, compensation, and benefit changes to the Board of Pensions.
6. Helps update the church sponsored benefit plan documents annually and sends out the annual notice to eligible employees for FSA and for the Premium Only Plan elections.
7. Creates new accounts in the church's chart of accounts in Church Windows as requested and approved by Session.
8. Provides end of year reporting for the church Annual Report to the congregation and for the annual report to the Presbytery.
9. Closes out the year end net surplus/deficit to Operating Reserve and to any other allocated funds as approved by Session.
10. Posts all income including offerings and gifts received and Preschool income per Teller Reports and Breeze Giving Summaries provided by Financial Secretary. Preschool deposit slips and online deposits through Brightwheel are provided by the preschool treasurer.
11. Recommends transfer of excess funds from checking to Money Market and executes with approval from the treasurer.
12. Monitors transactions and identifies any irregularities.
13. Tracks cash flow and manages accounts activity.

**JOB DESCRIPTION FOR BOOKKEEPER
BON AIR PRESBYTERIAN CHURCH**

RESPONSIBILITY TWO – DISBURSEMENT

Writes checks weekly for approved invoices and expense reimbursements.

1. Checks for proper approvals and checks math accuracy when there are multiple receipts. Enters invoice/vendor information into Church Windows.
2. Prints checks and notifies treasurer/assistant treasurers when checks are ready for signature
3. Transfers amounts between internal accounts as requested and approved.
4. Voids and/or re-issues checks when necessary and appropriately documented.
5. Requests W-9 for each new vendor to be paid by check, including donations to new nonprofits.
6. Makes monthly 403b contributions online through Fidelity.
7. Monitors VISA account. Pay online after approved receipts have been submitted.
8. Follows up on outstanding checks.

RESPONSIBILITY THREE – PAYROLL

Creates semi-monthly payroll for church staff, pays federal and state tax deposits, creates quarterly and year-end payroll reports.

1. Sets up payroll processing calendar for the year.
2. Opens Church Windows payroll processing for specified period.
3. Enters hours and special payment amounts per approved list.
4. Enters supply reimbursements and substitute pay deductions for Preschool employees.
5. Posts payroll.
6. Creates Automatic Clearing House file and uploads file to bank.
7. Prints Automatic Clearing House direct deposit paystubs.
8. Prints non-Automatic Clearing House checks and notifies treasurer/asst treasurers that checks are ready for signature.
9. Pays federal tax deposits online semi-monthly and state tax deposits online at month end. Pays deductions, if any.
10. Performs year-end payroll tax reporting for employees, federal and state.
11. Files Form 941 quarterly (printed from CW Payroll and mailed).
12. Files other tax forms online including W-2/W-3 filing for federal and state, 1099's for federal, VA-6 for state.
13. Completes Workers' Comp audit in January.
14. Uses knowledge of Virginia and Federal laws to ensure compliance with reporting requirements.

ADDITIONAL DUTIES AS ASSIGNED