



## Job Description

March 24, 2022

### Title of position

Bookkeeper

### Direct Supervisor

Executive Pastor

#### **1. Synopsis of Role**

The full-time Bookkeeper is responsible to the Executive Pastor for administering Accounts Payable, Accounts Receivable, Fund Accounting, Contributions, and Payroll. These tasks involve support work that is at the highest level of confidentiality and which is completed with minimum direction and review.

#### **2. Principal Responsibilities**

1. Maintain loyalty to the Senior Pastor and the vision of Sozo Church.
2. Maintain a high level of confidentiality regarding ministry activities.
3. Count weekly offerings and make deposits at bank location.
4. Track contributions and stay abreast of all IRS requirements for contributions.
5. Track and reconcile sales in café and Heritage tuition.
6. Maintain Accounts Payable for: general, building and savings accounts.
7. Reimburse and disburse checks for various ministry leaders and staff.
8. Reconcile general, health, building, savings, and CD accounts monthly.
9. Maintain and reconcile PEX and credit cards monthly, including Visa and store specific buying cards.
10. Review reconciliation reports for all accounts.
11. Develop and maintain annual Sozo Church budget with reports as requested.
12. Disburse and reconcile petty cash.
13. Maintains Fund Accounting, i.e., prepare monthly financial reports, graphs, and analysis of church finances for all departments of the church.
14. Maintain/disburse monthly payroll. Importing journal entries from our payroll processor into QuickBooks. Maintain reconciliation of payroll benefits i.e., health, 403b, etc.
15. Stay updated on pertinent information for ministers' IRS status, housing allowances, business expense reimbursement, employment of minors, and other IRS regulations pertinent to churches and clergy.
16. Work closely with direct supervisor regarding financial status of the church.
17. Interface with the Sozo Church Board of Directors as needed.

18. Interface with various outside contractors to obtain W-9 forms to pay for work performed. Work with CPA (if applicable).
19. Interface with financial institutions, CPA (if applicable) including banks, ACTC bond company and lending institutions.
20. Compile/Ensure IRS Reports, including W-4's, W-2's, 1099's, W-9's, I-9's, 8282's, 8283's, Corporate Annual Report, monthly tax deposits, quarterly reports (941's, Labor and Industries, and Sales Tax) and Property Tax reports. Be sure these are filed via outside tax accountants/ADP/etc.
21. Maintain asset/investment files and updated inventory.
22. Track special project finances.
23. Liaise with leaders and ministry directors on vouchers/budgets.
24. Handle and prepare all competitive bids for all insurance regarding building, vehicles, special events, health, etc.
25. Maintain current membership, personal profiles, account activity records and other database information.
26. File all appropriate paperwork to ensure compliance for Sozo Church.
27. File background checks for appropriate ministries.
28. Prepare and reconcile all offering deposits.
29. Other duties as assigned. \*

<b>3. Required Skill and Job Complexity</b>	
A) Unique Skills and Knowledge	<ul style="list-style-type: none"> <li>• Leadership skills</li> <li>• Interpersonal skills and conflict resolution</li> <li>• Biblical knowledge and vibrant personal relationship with God</li> <li>• Time management and organizational skills</li> </ul>
B) Problem Solving and Decision Making	<ul style="list-style-type: none"> <li>• Present facts in an organized manner</li> <li>• Provide detailed description of possible solutions (biblical solutions)</li> <li>• Positive attitude and positive approach to problem solving</li> </ul>
C) Relational Connections	<ul style="list-style-type: none"> <li>• Congregation members</li> <li>• Ministry Directors</li> <li>• Pastoral Staff</li> <li>• Office Staff</li> </ul>

<b>4. Competencies Critical to this Position</b>	
<b>Core Competencies</b>	<b>Technical Competencies</b>
Confidentiality	Proficiency in MS Office
Highly self-motivated and works well unsupervised	Proficiency in the use of English language, both oral and written
Willingness to take on new tasks and initiatives	Computer literate
Forward thinking, organized, and resourceful	Ability to type around 65 wpm
Demonstrate agreement with the Statement of Faith, Vision, and Mission of Sozo Church	Proficiency in QuickBooks
Detail oriented and ability to prioritize tasks	Basic accounting skills
Faithful in submission to the divine order of God as set in the Body of Christ by recognition of spiritual authority	Bachelor's degree in accounting preferred
Member of Sozo Church	3+ years public accounting experience preferred

<b>5. Key Performance Measurements</b>
<ul style="list-style-type: none"> <li>• Maintain calendar.</li> <li>• Meet deadlines on or before due dates to file taxes, Sozo Church licensing/other pertinent paperwork, process payroll, and pay bills.</li> <li>• Check e-mail/text messages and respond in a timely manner (24 hours).</li> <li>• Communicate with volunteers and leadership.</li> <li>• Prompt response to critical needs.</li> <li>• Maintain a good professional appearance.</li> </ul>

**\*This description is not all inclusive, and other duties may be assigned as necessary.**