

BOOKKEEPER JOB DESCRIPTION

Position Description

Bookkeepers oversee Paramount Baptist Church's financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations. They will perform daily accounting tasks such as monthly financial reporting, general ledger entries, and record payments and adjustments. Additionally, the bookkeeper will also assist with compliance, and temporary disability insurance and workers' compensation filings. Must be a born-again believer.

Essential Duties and Responsibilities:

- Maintains records of financial transactions by establishing accounts; posting transactions; ensure legal requirements compliance.
- Develops system to account for financial transactions by establishing and maintaining the chart of accounts; defining bookkeeping policies and procedures.
- Maintains subsidiary accounts by verifying, allocating, and posting transactions.
- Balances subsidiary accounts by reconciling entries.
- Maintains general ledger by transferring subsidiary account summaries.
- Balances general ledger by preparing a trial balance; reconciling entries.
- Performs credit card reconciliation to make sure that transactions in a credit card statement match those on the company's general ledger.
- Maintains historical records by filing documents.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Serve as a member of the Budget Committee
- Accounts Payable/Receivable
- Maintains an orderly and clean work environment
- Process Payroll
- Generate appropriate tax forms yearly
- Generate monthly financial reports
- Perform other duties as assigned

Required Knowledge, Skills and Abilities

- Bachelor degree preferred
- 5 years of relevant work experience

Work Environment

- Must be team player and receive direction
- Ability to work effectively independently
- Regular attendance in worship service is expected if a member

Salary

Commensurate with work experience.

If interested, please apply online at www.paramountbaptistchurch.org