

Position Description

Position Title: Bookkeeper

Summary

The Bookkeeper at Grace Church is responsible to manage the day-to-day accounts and to accurately maintain the financial accounts and records, including payroll and taxes. This is an hourly position with a planned work week of 24 hours.

Position Responsibilities

The responsibilities of the position include:

- Record all income and maintain records for end-of-year tax deductible receipts
- Record all expenses and allocate to the appropriate budget items
- Manage payroll and deduct the appropriate taxes
- Prepare monthly IRS statements and submit payroll contributions to IRS and VA Dept of Taxation
- Prepare quarterly payroll reports and submit to the IRS
- Prepare year end employee tax forms and reports and submit to the proper government agencies
- Manage employee IRA contribution where appropriate
- Deposit checks weekly to bank accounts
- Reconcile bank statements monthly
- Reconcile credit card statements with receipts
- Update balance sheet weekly and make available to the Finance Committee chair
- Update the budget worksheets each month
- Help maintain the facility use calendar (booking rooms, times, etc.)

Supervision

The Bookkeeper shall be supervised by Kenny Longo and be responsible to the Finance Committee.

Qualifications

The qualifications for the position require that the candidate has:

- A background in finance and managing financial records
- Experience using QuickBooks
- Experience using Microsoft Excel
- Attention to detail and accuracy

Compensation

Compensation shall be based upon the 2021 hourly rate held by the current bookkeeper.



Staff Development Committee
Finance Committee

To apply, send your resume to Kenny Longo at klongo@graceefc.net.