



Friendship Community Presbyterian Church

Position Description: Bookkeeper

ABOUT OUR CHURCH: Friendship Community Presbyterian Church is a small, diverse, urban congregation committed to preaching the Word of God and spreading the Good News to the surrounding community through worship, small group discipleship for both youth and adults, community-centered activities at The Corner, and other ministries of compassion. We are part of the Presbyterian Church (USA).

OUR MISSION: Following Jesus Christ, we make disciples and love our neighbors in cross-cultural fellowship.

SCOPE: To provide bookkeeping services to the church.

HOURS: 4 hours per week. Day and time are flexible must be consistent week to week. 4-8 additional hours, including one evening, are required in January to assist with church audit.

QUALIFICATIONS:

- Competency with Microsoft Office, internet, and email
- Bookkeeping skills and experience, particularly with Quickbooks and Quickbooks payroll.
- A gracious, welcoming spirit
- Well-honed organizational skills
- Candidates should model a vibrant Christian faith

RESPONSIBILITIES:

Bookkeeper

Maintaining financial records on QuickBooks, entering deposits, making deposits in the bank, preparing budget reports for ministry heads on occasion, preparing monthly financial statements for the Stewardship Committee, preparing payroll and related tax deposits through QuickBooks, preparing monthly paychecks for contractors, preparing W-2s and 1099-Misc forms and related forms to be filed with them, maintaining current year vendor files, processing payables checks and getting 2 signatures for them, tracking church credit card purchases, assisting with budget prep, maintaining form W-9 for contractors, maintaining forms for employee hires, assisting in annual internal audit,

assisting with records for The Corner Annual Fundraiser Event, sending out contribution statements each January, maintain restricted fund accounts, calculate and pay sales tax on E-Tides Jan & July,

Applicant must be proficient in QuickBooks desktop version and Excel spreadsheets and have good organizational skills.

ACCOUNTABILITY:

The Bookkeeper will need to be able to affirm the church's mission statement and be able to conduct him or herself in a manner that reflects positively on the Christian faith. As with any office position, discretion and holding information in confidence is required.

The bookkeeper is accountable to the Pastor, as head of staff, to the Treasurer, and to the Personnel Committee. As with all Friendship Community Church staff, the bookkeeper is responsible for reading and following the Church's Personnel Policy.

EVALUATION:

Weekly staff/supervisory meetings will occur with the Pastor. The probationary 3-month period will be followed by an evaluation conducted by the Personnel Committee. Continuing employment will include an annual performance and compensation review conducted by the Pastor with the help of the Personnel Committee.

COMPENSATION:

Compensation Range: \$17.50 to \$20 per hour based on experience, paid monthly on the last day of the month.

If interested in applying for either position, please specify which one, email a letter and resume to friendshipcpc@gmail.com, or mail the letter and resume to:

*Rev. Gary Willingham-McLain
Friendship Community Pres. Church
181 Robinson Street
Pittsburgh, PA 15213*