

**LEADERSHIP POSITION DESCRIPTION**

Position Title: Full Charge Bookkeeper

Reports To: Senior Pastor and Director of Ministries

Level: Ministry Support Staff

Date Prepared/Revised: May 22, 2018

**Ministry Mission and Vision**

**Vision:**

Broken lives made whole + transformed by God’s power

**Mission:**

Renewing San Gabriel Valley for Christ by renewing our Neighborhoods for Christ

**Description**

This position requires knowledge and experience with QuickBooks or similar small business accounting software in addition to Word, Excel, and similar programs. Integrity and organization are key attributes as this position is responsible for handling and maintaining confidential information. Strong inter-personal communication skills and a drive for accuracy are also key.

**Specific Responsibilities**

* Obtain and record pledges made during the [special church event]
* Assist with daily drawer balancing and entry of sales and inventory adjustments into Quickbooks
* Prepare quarterly giving or contribution statements.
* Enter weekly contributions
* Enter all invoices submitted for payment, cut checks, submit to Ministry Director or Senior Pastor for signature, and prepare for mailing.
* Balance checking account
* Submit to the Ministry Director a listing of all checks written during the month
* Prepare monthly budget reports for ministry leaders
* Process payroll on a biweekly basis.
* Prepare monthly, quarterly and yearly payroll tax forms and make necessary deposits, and prepare W-2s at year-end
* Prepare for and cooperate with those appointed to perform a yearly audit of financial records
* Prepare year-end financial reports
* Keep confidential all financial contribution information
* Support future church plants in the tasks above
* Perform other necessary and related work as may be assigned
* Support the Senior Pastor and Ministry Director:
  + Keeping track of mileage based on where the Senior Pastor or Ministries Director has been (takes some Google Maps work)
  + Sorting receipts
  + Filling our re-imbursement form with correct budget categories
  + Communicating w PCC (Andrea Wong/Hannah Franklin) to ensure format/process is correct/honored

**Experience and Skills**

* Accounting degree or equivalent experience in bookkeeping/accounting
* Strong knowledge of generally accepted accounting principles
* High proficiency in accounting software and other commonly used business software
* Effective and personable in all forms of communication- written and verbal

**Basic Principal Responsibilities**

Perform duties and responsibilities in a manner to glorify Christ and further the mission and ministry purposes of Pacific Crossroads: The Way (Colossians 3:23, 24). Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer and meditation.

By God’s grace, we covenant to fulfill the words written on these pages with joy, humility, dependency, honesty and grace in the power of Christ’s gospel and by his Spirit.

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Administrative Assistant Date