

**Heritage Presbyterian Church**  
**Part- Time Full Charge Bookkeeper Job Description**

**Objective:** To provide general bookkeeping entry and financial reports for all church accounts.

**Responsibilities** include, but are not limited to:

Weekly (typically Tuesdays and Thursdays)

- Pay bills
- Prepare checks for signatures
- Update the posting of all accounts and provide weekly cash flow report
- Alert pastor or office manager of any errors or corrections to financial records

Monthly

- Prepare payroll for paydays on the first and fifteenth
- Prepare monthly reports for the Stewardship and Finance Committee
- May prepare any other report to help Session or Committees
- Federal and State payroll taxes
- Present check register for independent reconciliation.

Quarterly

- Prepare quarterly tax returns

Annually

- Prepare Forms W-2
- Prepare Forms 1099
- Prepare annual financial reports for the Stewardship and Finance Committee
- Pull records for the Stewardship and Finance Committee
- Answer questions for the Financial Review Committee

**Hours, Work Environment, and Leave:** This a part-time, contracted position that averages 8-12 hours per month and expects weekly communication. Most duties can be completed remotely or in our shared office spaces. Some in person work is required. Notification of leave should be communicated in advance with Pastor/Head of Staff.

**Job Requirements**

- Attention to detail, strong accounting skill
- Ideal candidate will have experience in QuickBooks and Church Windows and be familiar with church financials and practices
- Willingness to meet with Session or any appropriate committees during non-business hours upon request
- Independent Contractor preferred; open to individuals or small companies
- Completion of Criminal Background Check prior to hire

**Accountability:** This person will be accountable to the pastor as head of staff, and the Session through the Stewardship and Finance Committee.

**To Apply:**

Please send resume, including references, to Rev. Elizabeth Lovell Milford at Heritage Presbyterian Church via mail: 5323 Bells Ferry Road, Acworth, GA, 30189 or e-mail: [pastor@heritagepres.com](mailto:pastor@heritagepres.com).

Applications received on or before October 15 will be given first consideration.