

Heritage Presbyterian Church
Job Posting Title: Part-Time Contract Accounting & Bookkeeping for Church

Objective: To provide annual contract for general bookkeeping entry and financial reports for all church accounts for a 250-member congregation with several robust mission programs and large campus facility. Prospective candidate should be experienced in fund-based accounting, including restricted funds and grant accounting for churches or similar non-profit organizations, and will be expected to be proficient in the use of "Church Windows Management Software."

Responsibilities include, but are not limited to:

Weekly

- Monitor supplied e-mail address
- Pay bills (approximately 15 to 25 per month)
- Prepare checks for signatures
- Update the posting to all accounts and funds (approximately 50 to 100 per month)
- Provide weekly cash flow reports
- Alert pastor or office manager of any errors or corrections to financial records

Monthly

- Reconcile bank records
- Prepare payroll and payroll taxes for paydays on the fifteenth and last business day of each month
- Prepare monthly financial reports for the Session
- Join monthly Zoom (online) meeting of the Stewardship and Finance Committee for a 10 to 15 minute review
- Prepare report of Federal Grant fund transactions
- Prepare other detailed fund reports as requested by the Session or its committees

Quarterly

- Prepare quarterly tax returns by required due dates.
- Submit financial reports to Presbyterian Investment and Loan Program

Annually

- Prepare, distribute, and e-file Forms W-2 (State G-1003 and Federal)
- Prepare, distribute, and e-file Forms 1099 (State and Federal)
- Prepare annual financial reports for the Session
- Pull records for and answers questions from the Financial Review Committee
- Prepare working budget data for Stewardship and Finance Committee budget meeting
- Perform year-end procedures in accounting and payroll software
- Enter session-approved budget into accounting software

Job Performance: This a part-time, independent contract position that the prior contract bookkeeper performed in 10 to 12 hours per month and the Church expects prompt communication weekly. Duties will be completed remote, with possibility of some occasional in-person or on-line virtual meetings/work for physical recordkeeping. Notification of leave should be communicated in advance with Pastor/Head of Staff, with arrangements for coverage or scheduling of payments made in advance.

Job Requirements and Qualifications:

- Attention to detail, strong accounting skill with understanding of fund accounting for 501 (c) (3) Non-Profits
- Ability and equipment to perform all required work from remote location.
- Work independently, initiate learning of new skills, and manage multiple complex funds,
- Excellent communication skills, both verbal and written, with a mostly volunteer-led organization.
- Familiarity and experience with church financial practices and procedures

- Candidate will have recent experience using the Church Windows software modules or prior work as Church Bookkeeper and ability to quickly navigate and learn new software which requires a basic knowledge of accounting
- Open to individual or small company but under Annual Independent Contractor Agreement with Church
- 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: personnel@heritagepres.com.