

Bookkeeper
Pullen Memorial Baptist Church

Function: To maintain and manage all financial activities and records and to produce reports as needed.

Duties and Responsibilities:

Responsible for Pullen's financial, risk management and budget matters which include:

- Recordkeeping for contributions, pledge payments, disbursements, general ledger, budgetary accounting, payroll, and accounts payable.
- Participates in work with the Treasurer, Assistant Treasurer, Church Administrator, and Pastor to support audit and investment functions.
- Participates in budgetary and financial projections and the compilation of periodic and special reports as requested by the Treasurer, Assistant Treasurer, Church Administrator and Pastor.
- Maintains electronic funds transfer accounts.
- Submits state and county sales tax refund requests.
- Provides financial and budgetary data to staff, committees/councils, and members as needed.
- Reconciles bank statements.
- Maintains and updates records of investment and endowment accounts.
- Maintains and updates Cox Avenue account and all other bank accounts.
- Prepares monthly, quarterly, and annual financial reports.
- Prepares monthly credit card reconciliations ensuring proper documentation.
- Performs other duties as assigned by the Treasurer, Asst. Treasurer, Church Administrator and Pastor.

Relationships:

- Is directly supervised by the Treasurer, Assistant Treasurer, Church Administrator or Pastor.
- Works cooperatively with all staff

Qualifications:

- Graduation with an Associate's degree in accounting or related field
- Experience in bookkeeping or accounting for non-profits
- Experience with REALM platform or ability to learn
- Considerable experience with spreadsheet and word processing or an equivalent combination of education and experience
- Demonstrated ability to work independently and productively with minimal supervision
- Ability to establish and maintain effective working relationships with staff
- Ability to be bonded

10/2012	Final Draft
9/8/2021	Limited revisions
10/8/21	Revised for Interim Bookkeeper
3/24/22	Revised for Bookkeeper