

SHILOH BAPTIST CHURCH

Job Description

JOB TITLE: Bookkeeper

Reports To: Chief Finance Officer
Prepared by: SBC Human Resources Ministry

Exempt
November 4, 2017

SUMMARY:

Bookkeeper Job Responsibilities:

Bookkeeper will maintain records of financial transactions by establishing accounts; posting transactions; ensure legal requirements compliance. The individual should be committed to the principles and vision of the church, possessing the highest degree of integrity, people skills, able to accept responsibility, is a dynamic leader and problem solver, can communicate well with a wide range of personalities, has a belief in the value of education for themselves and others and has familiarity with nonprofit accounting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

- Develops system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures.
- Maintains subsidiary accounts by verifying, allocating, and posting transactions.
- Balances subsidiary accounts by reconciling entries.
- Maintains general ledger by transferring subsidiary account summaries.
- Balances general ledger by preparing a trial balance; reconciling entries.
- Maintains historical records by filing documents.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Prepares monthly financial statements for various ministries and monthly meetings (Joint Board, Executive Team, Trustees etc.)
- Prepares, prints and records weekly payments (and checks) for general church and ministry operation.

- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Contributes to team effort by accomplishing related results as needed.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Designs work flows and procedures.
- Design - Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions;
- Technical Skills - Pursues training and development opportunities; Shares expertise with others.
- Interpersonal Skills – Works well with a diverse group of people.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification.
- Written Communication - Writes clearly and informatively; Able to read and interpret written information.
- Change Management - Communicates changes effectively.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.
- Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
- Ethics - Treats people with respect; Keeps commitments; Works with integrity and ethically.
- Organizational Support - Follows policies and procedures.
- Judgment - Makes timely decisions.
- Planning/Organizing - Prioritizes and plans work activities.
- Professionalism – Maintains an appropriate work demeanor at all times.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security - Observes safety and security procedures.
- Adaptability - Adapts to changes in the work environment.
- Attendance/Punctuality - Is consistently at work and on time.
- Dependability - Follows instructions, responds to management direction.
- Initiative - Undertakes self-development activities; Seeks increased responsibilities.
- Innovation - Displays original thinking and creativity.

QUALIFICATIONS:

Must have experience with QuickBooks and/or similar accounting software and Microsoft Office; proficient with preparing bank reconciliations, accounts payable processing, printing checks and

preparing monthly financial statements for various ministries and monthly meetings. Familiarity with ADP a plus.

EDUCATION AND/OR EXPERIENCE:

Three (3) to six (6) years related full-charge bookkeeper experience. An Associate's and/or Bachelor's Degree in Accounting; and Certified Public Accountant and/or related Master's Degree are a plus.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of Internet software; finance and inventory software; order processing systems; spreadsheet software and word processing software.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will be required to sit for extended periods of time, visually view computer screens for an extended period of time (specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus) and may be required to lift or move up to ten (1) pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

COMPENSATION:

Commensurate with relevant experience.

Please email all resumes to mmorris@glorianilson.com or mail/drop them off at the Front Office of the Shiloh Baptist Church at 340 S. Howard Woodson Way, Trenton, NJ 08618.

Application Deadline Date: Sunday, November 19th, 2017