

First Presbyterian Church of Hanford  
Job Description & Agreement

**TITLE:** Church Bookkeeper

**TERMS:** Part-time, up to 16 hours per week, \$17.63, flexible schedule with approval by Pastor & Personnel Committee.

**EXPERIENCE:** Background in financial affairs – budgets, payroll, spreadsheets, financial computer software, QuickBooks experience preferred. Nonprofit experience desired.

**PURPOSE:** To maintain accurate records of all church finances and be responsible for proper handling of all receipts of monies to the church.

**ACCOUNTABILITY:** Accountable to the Pastor, as head of staff, and under the guidance of the Trustees and the Finance Chair. The Bookkeeper also responds to requests from members of the congregation for contribution accounting and to others for designated giving accounting.

**EVALUATIONS:** Performance review will be done upon completion of a 6-month probationary period, and then annually thereafter conducted by the Personnel Committee. Additionally, there will be a semi-annual review conducted by the Pastor.

**DUTIES AND RESPONSIBILITIES:**

1. Manage all aspects of day-to-day bookkeeping and accounting processes including but not limited to: A/P, Payroll, journal entries, bank reconciliation, report generation, and other duties as assigned.
2. Receive, tally, and record financial receipts to include online donations. Enter on computer. Make deposits.
3. Monitor and secure approval of bills, prepare checks, and arrange to get signatures from church Trustees on the checks in a timely manner.
4. Prepare payroll including quarterly & annual federal and state reports as well as W-2's and 1099's.
5. Prepare monthly reports for Finance Committee, Pastor, and Session.
6. Assist in financial data for annual reports, pledge recaps, and financial reports as needed by Session.
7. Provide quarterly and yearly statements of contributions to all church contributors.
8. Prepare for distribution of offering envelopes as requested by church contributors.
9. Provide an acknowledgement to each donor and inform family members of donations for all memorial gifts and maintain a record of designated gifts.

10. Perform other financial assignments as directed by the Pastor or Finance Committee chair.
11. Attend staff meetings in order to coordinate plans for the events of the coming week.
12. Attend monthly Finance Committee meetings and prepare financial packets for discussion. Maintain minutes of finance meetings.
13. Attend quarterly Investment Committee meetings.
14. Responsible for mail pickup (post office and street) and distribute to appropriate persons.
15. Can easily adjust to changes (new work methods and routines) and work independently.
16. Ability to deal effectively with a diversity of individuals.
17. Any additional hours beyond the 16 hours per week, for a one-time exception, may be approved by the Pastor and/or Finance Chair for the temporary extension of hours. Any permanent additional hours beyond the 16 hours per week, must be approved by the Personnel Committee in advance.
18. Notify Pastor and Personnel, plus post update of California & Federal employment laws applicable to houses of worship.

First Presbyterian Church, Hanford is an equal-opportunity, at-will employer, and the terms of the Personnel Policy of First Presbyterian Church, Hanford, CA, shall apply as appropriate to this position.

\_\_\_\_\_ Date \_\_\_\_\_  
 Bookkeeper

\_\_\_\_\_ Date \_\_\_\_\_  
 Pastor

\_\_\_\_\_ Date \_\_\_\_\_  
 Personnel Committee