

St. Giles Presbyterian Church seeks a bookkeeper to support its ministries!

approved by St. Giles Session on April 14, 2019

BOOKKEEPER POSITION

- Reports to and is supervised by Head of Staff/Pastor
- Church Treasurer and Finance Committee Chairperson provide direction for day to day operations and financial directions.
- Position is an hourly paid part-time position of approximately 8-12 hours per week.
- Bookkeeper may not be a member of St. Giles.

FINANCIAL RESPONSIBILITIES

- Enter accounting transactions and contribution information for the Church. This includes checks, deposits, and estimates or other transactions affecting the bank accounts.
- Enter adjusting journal entries as necessary.
- Provide contribution report to Treasurer by Tuesday of each week.
- Prepare memorial and honorarium acknowledgments to contributors and provide information to family members.

WEEKLY

- Review checks for all invoices and vouchers.
- Update contributions records, both manual and online giving.
- Prepare and make bank deposits.
- Prepare weekly cash report for Treasurer.
- Review online bank accounts for status of disbursements & contributions.

BI-MONTHLY

- Review payroll checks for Church staff.*
- Submit timesheets for staff to ADG for payroll checks.
- Review payroll tax liability payments to the appropriate state and federal agencies.*

MONTHLY

- Prepare Financial statements and issue a financial report at the close of each month, including monthly income statement and budget reports.
- Publish and forward all reports to Financial Treasurer and Administration Committee chair meeting. (Prior to Admin. Meeting)
- Reconcile all bank accounts.
- Place financial report in bulletin announcement. (?)



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QUARTERLY

- Review required state and federal payroll tax returns.*

ANNUALLY

- Review required state and federal payroll tax returns including W-2 forms.*
- Compile annual statements for Church as of December 31 of each year.
- Maintain files for all financial records.
- Maintain list, assign, and order contribution envelopes annually.
- Assist Finance Committee in annual audit of financial records, as necessary.
- Assist Finance and Administration Committees in annual budget preparation and stewardship campaign.
- Assist auditors and Treasurer in annual audit of financial records.
- Perform additional accounting related duties as appropriate and requested by Head of Staff (Pastor), Treasurer, Finance Committee Chair or Administration Committee Chair.
- Prepare and provide Finance Committee with annual pledge spreadsheet for fiscal year. Enter pledges into Church software system.
- Maintain a binder on St. Giles financial information for annual report.

***Denotes items performed by ADG payroll service. Bookkeeper will work in conjunction with ADG to ensure all items are complete & provide key information for new employees.**