**BOOKKEEPER** [insert correct name of position]]

**Insert church**

**logo here**

[insert church address, email, phone, website]

**Vision**

As a leader in the church, you are responsible for knowing, implementing, and supporting all aspects of the vision of [insert church name]. You are expected to support the ‘core values” and to enhance the culture of the church through your conduct.

**Purpose**

The primary purpose of the [insert job title] is to assist the Pastoral Staff in fulfilling their responsibilities. Secondarily, the [insert job title] assists the different departments of the church in fulfilling their responsibilities. Thirdly, the Bookkeeper facilitates the financial record keeping.

**Relationship**

You are directly responsible to, and under the supervision of, the Lead Pastor. As a member of the Office Staff, you are expected to work in cooperation with the other members of the Pastoral Staff and the other Departments of the church.

**Personal Responsibilities**

* Be an official member of [insert church name]
* Maintain your own spiritual life.
  + Attend the regular and special services of the church.
  + Have a consistent devotional life and of prayer.
  + Maintain a lifestyle of both private and public worship.
* Continue self-improvement.
  + Keep informed of current ideas and trends in your areas of responsibility.
  + Attend seminars, conventions, etc. related to your area of ministry when possible.
  + Evaluate your work periodically and work at improving its effectiveness.
* Complete the Leadership Training appropriate to your area of ministry.
* Be fully familiar with [insert church name] process of leading people through life transformation.
* Maintain a fully supportive heart for the Lead Pastor and other leaders in the church.
* Be faithful in giving according to Biblical standards of the tithe (10%).
* Be able to consistently multi-task, while maintaining a pleasant attitude.
* Possess good communication skills, both on the telephone and face to face.
* Possess good organizational skills.
* Be able to use the computer programs currently used and possess the ability to learn new programs as required.
* Be a person of integrity and discretion.

**Position Responsibilities**

* Complete the tasks assigned by the Pastoral Staff.
* Gain and maintain an understanding of the overall vision/direction and current schedule of the church.
* Attend the weekly Pastoral and Office Staff Meetings.
* Make appropriate reservations and arrangements for church events, seminars, guest speakers, etc as directed by the Lead Pastor and Staff.
* Send out all communications to Board as directed by the Lead Pastor.
* Keep accurate financial records.
* Get Deacon Board packets ready for monthly Board meetings.
* Assist in annual Business Meeting registration.
* Put together the financial portion of the Annual Business Meeting Packet.
* Pay all bills on time.
* Input all giving records related to the budget and balance them monthly with the bank statement.
* Prepare and be a part of the annual finance committee.
* Send out budget request forms to all department directors at the appropriate times.
* Give updated reports to department directors on their spending, and fund balance.
* Weekly create and give out paychecks to staff.
* Pay all appropriate taxes for payroll at the appropriate time.
* Make sure the LARA report is filled out annually.
* Schedule an annual bookkeeping review or audit and close the books after year-end.

**Fulfill the Responsibilities and Role of Office Admin with excellence.**

* Always be a public encouragement to the vision of the church and the Lead Pastor.
* Support the vision of the Lead Pastor and seek out ways to encourage, and lift the heart, plans, and dreams of the Lead Pastor.
* Maintain a humble and teachable attitude at all times.

# Additional Responsibilities:

* Assume further responsibilities and assignments as directed by the Lead Pastor.