

Providence Forge Presbyterian Church
Position Description
Bookkeeper

Purpose:

To collect, disburse, maintain accurate records of and report monies received by the church.

Accountable to: Treasurer and the Planning and Finance Committee.

Responsibilities:

1. Reconcile bank accounts to ledger (Quickbooks);
2. Provide bank reconciliation reports and Journal Entry Report to Treasurer for review and approval;
3. Transfer monies from Checking to Savings, as directed by the Treasurer;
4. Maintain access to online reporting at Citizens and Farmers Bank for immediate access to banking information;
5. Prepare monthly financial reports for the Session and submit for review to Chair of Planning and Finance Committee and/or Treasurer, as needed;
6. Receive budget information from Planning and Finance Committee and use to prepare annual church financial reports;
7. Provide advice to Planning and Finance Committee, as needed.

Compensation:

None.

Sick Leave/Vacation:

Not applicable.