

TEXAS-LOUISIANA GULF COAST SYNOD
PART-TIME BOOKKEEPER
JOB DESCRIPTION

OBJECTIVES: To maintain the financial records of the Synod and congregational benevolence. To assist in the ministry and program of the Synod.

BASIC RESPONSIBILITY: Responsible for maintaining accurate and current financial data and financial reports using the accounting program. Generate monthly financial reports and other reports as required by Treasurer, Bishop, Assistant to the Bishop, and Auditors. Work with Synod staff and the Treasurer to develop the annual budget and monitor revenues and expenses against budget plan. Time Requirements: 15-20 hours per week

QUALIFICATIONS:

- Proficiency in the use of MS excel
- Understanding of accounting
- At least two years of experience working as a bookkeeper/accountant
- Detail oriented with high degree of accuracy
- Ability to work as part of a "Staff Team"
- High integrity and adherence to the importance of internal controls and checks and balances
- Ability to maintain a high level of confidentiality

DUTIES:

Weekly:

- Issue checks promptly with all properly documented check requests
- Record all online deposits in accounting system and verify accuracy
- Track and verify donor data for acknowledgements
- Maintain financial files and records.

Monthly:

- Twice per month process payroll and all supporting documentation
- Prepare and post journals to ledger
- Generate financial summary reports for Synod Council & Synod Staff
- Reconcile and maintain accurate records of all bank accounts, designated funds, and investments with ELCA Fund A
- Generate ELCA remittance reports for submission beginning of every month. Generate distribution to other organizations for passing on. Send designated giving reports to appropriate staff
- Pay federal taxes

Quarterly:

- Generate 941 report for payroll taxes
- Generate quarterly congregational reports for contributions
- Generate reports for Synod Council meetings in consultation with the Treasurer

Annually:

- Track annual Pledges for congregations
- Generate financial statements for reporting to Treasurer, Council, Auditor, Staff, and Synod Assembly.
- Coordinate annual budgeting process
- Generate 1099s, 1098, W-2s, and W-3 for reporting.
- Work with Treasurer, outside auditors & Audit Committee in completing an annual audit.

Ongoing:

- Maintain data base for Designated Funds and records.
- Generate financial reporting information need for staff, Treasurer, or other committees as needed.
- Provide information to the churchwide ELCA
- Operate in compliance with Synod policies and procedures
- Comply with accounting standards for non-profits