**The Tabernacle Baptist Church | 380 South Broadway Street | Dayton, OH 45402**

**Job Description: Bookkeeper**

Accounts Payable/Accounts Receivables/Purchasing/Payroll/Tax Laws

**Send resume to: Deacon Stephen Scott** | **sscott2450@gmail.com**

This is a part-time bookkeeping position (12 to 15 hours per week)

**GOAL**

The Bookkeeper shall strive to maintain Christian behavior and integrity in conducting business of the church with the office, pastor and staff.

**ACCOUNTABILITY**

In keeping with our faith, the bookkeeper shall be responsible to the Pastor and The Tabernacle Baptist Church Finance Committee. The team (the pastor, the finance committee and the bookkeeper) shall glorify God by providing a check and balance system and by being a good steward of God’s resources. The team is further obligated by God and bound by law to be honest and to represent The Tabernacle Baptist Church with integrity.

**EDUCATION**

Bachelor’s Degree in Accounting and Finance or at least four years’ experience

**QUALIFICATIONS**

**The Bookkeeper should be a member of a church in good standing.**

The Bookkeeper must have the following:

1. Bookkeeping experience
2. Accounts Payable experience
3. Experience in posting into an online software ledger and general ledger
4. Computer skills (Microsoft Office), willing to learn new computer programs if/when required
5. Strong organizational skills
6. Strong mathematical paying attention to details (accuracy in calculation)
7. Skilled in Data entry
8. Strong verbal skills
9. Proof reading when required
10. All other jobs assigned

**RESPONSIBILITIES**

1. Daily processing and posting of accounts payables and accounts receivables
2. Weekly processing of checks and when needed on an emergency basis
3. Weekly posting in ledger(s)
4. Monthly reconciling contributions, payables, bank statements and other funds
5. Bi-weekly preparation of payroll and IRS forms
6. Assisting the Auditor
7. Providing information as requested by pastor and finance committee
8. Using web-based programs for accounts
9. Maintaining passwords
10. Delivering quarterly documents to the church accountant

**BACKGROUND CHECK AND BONDED REQUIRED**