



Category: Hourly, 8-10 hours per week.

Weekly Schedule: Variable dependent on workload. Monday through Thursday.

Purpose: To help enable and assist Eastminster Presbyterian Church and its members in accounting properly and accurately for the finances of Eastminster Church.

Accountability: Primarily accountable to the Board of Trustees and secondarily to the Administration and Personnel committee and Head of Staff.

Job requirements: Previous bookkeeping experience, and previous experience using Quick Books. Previous experience working in Servant Keeper preferred but not required.

Primary Responsibilities:

General Duties

- 1) Check the following each work day:
 - i) Bookkeeping mailbox in copier room and security box in parlor.
 - ii) Check with Administrative Assistant and staff to see about anything new.
- 2) Letters, Phone calls, and Emails
 - i) Keep up with everyday correspondence
- 3) Work with members, elders, and staff personnel to keep financial situations resolved.
- 4) Keep computer files and paper files in order.
- 5) Order checks and deposit slips as needed.
- 6) Keep counters box stocked with counting supplies.

Budget (Quick Books)

- 1) Chart of Accounts_Keep up to date
- 2) Request monthly spending estimates from elders
- 3) Request monthly income estimates from Treasurer
- 4) Input/setup Quick Books for annual budget

Deposits (Quick Books)

- 1) Pick up deposit bags with deposit receipts from bank. (Will need introduction to bank and permission to do business)



- i) Reconcile all discrepancies of counter tabulation sheet - deposit slip – deposit receipt.
- 2) Enter deposits from Sunday tabulation sheets
- 3) Enter deposits from midweek deposits
- 4) Make any corrections to deposits after envelopes are entered into Servant Keeper

Midweek Deposits (Physical and Quick Books)

- 1) Collect money/checks that is mailed or dropped off to the church.
- 2) Fill out tabulation sheet, complete deposit slip, and take deposit to bank. (Envelope giving, flowers, rentals, NOAH, etc.)
- 3) Input deposit to Quick Books

Bank Statement

- 1) Get bank statement from People’s Bank (physically at East York Branch.)
- 2) Input interest paid into Quick Books.
- 3) Reconcile with Quick Books, print detail reconciliation report, attach to statement, and file.

Overdraft Notices

- 1) Pick up overdraft notices from People’s Bank
- 2) Type letters notifying individual about overdraft and charges.
- 3) Make accompanying journal entries in Quick Books and Servant Keeper.

Request for Disbursements (pink slips)

- 1) Receive and review pink slips for payment of invoices and expenses.
 - i) Make sure form is completed properly and signed by elder. Documentation is attached.
- 2) Type checks from “Request for Disbursement”.
 - i) Check information is input to Quick Books for printing process.
 - ii) Be sure to have all documentations, e.g. pink slip, invoices, attached.
 - iii) Print checks and have ready to be signed by approved signatory and mailed with stamped envelopes.
- 3) Place all checks (assemblies) in green folder to be signed. Give to signer.



- 4) Administrative Assistant (signer) will mail checks.
- 5) File all documentation in vendor folders.

Monthly Reports – Quick Books

- 1) Print year to date ministry reports for elders and appropriate staff members. Place in elder and staff mailboxes.
- 2) Print/save/email monthly reports to treasurer.
 - i) Balance Sheet - short and expanded form
 - ii) Monthly Profit-Loss Detail report
 - iii) YTD Profit-Loss Detail report
 - iv) Monthly & YTD Budget vs. Actual report

People’s Bank Investments

- 1) Download investment reports from People’s Bank Investments. (Will need access and pin number.)
- 2) Input monthly figures in investment spreadsheet.
- 3) Make corresponding journal entries in Quick Books.
- 4) File investment reports in investment notebook and Quick Books entries in investment folder.

Investments

- 1) Deposits
 - i) Type letters for deposits and have signed by approved signatory.
 - (a)..... Letter should have a note for internal detail of deposit.
 - ii) Type/print checks for investment deposits (requires pink slip.)
 - iii) Have check signed by approved signatory.
 - iv) Assemble letter and check for mailing and mail.
 - v) Keep electronic or paper copy of letter for record.
- 2) Withdrawals (Disbursement)
 - i) Type letters for withdrawals and have signed by approved signatory.



(a)..... Letter should have a note for internal detail of withdrawal (disbursement.)

- ii) Assemble letter for mailing and mail.
- iii) Keep electronic or paper copy of letter for record.

Stewardship Envelopes

- 1) Receive listing of names for stewardship envelopes for elder.
- 2) Verify correctness of names and addresses.
- 3) Print labels for stewardship envelope boxes.
- 4) Assist stewardship elder preparing envelope boxes for the congregation

Contribution Statements- Servant Keeper –

- 1) Work with (Sandy) as weekly stewardship envelopes are entered into Servant Keeper for annual contribution statements.
 - i) Enter pledge amounts for members who have pledged.
 - ii) Enter yearly stewardship envelope box number for all who have received envelopes.
 - iii) Enter stewardship envelope, building fund, mission, Presbyterian Women, flower, OGHS, Deacons, capital campaign etc. amounts into Servant Keeper on a weekly basis for annual contribution statement compilation.
- 2) Print out and mail contribution statements two times per year.
 - i) Once in August (Jan-July) and then again in January of the following year (Jan-Dec) for yearly statement and tax purposes.
- 3) Send a listing of names and amounts who have given to Building Fund and Capital Campaign on a monthly basis to Jim May (Capital Campaign Head)/Mark Krom (Treasurer) to track Capital Campaign contributions.
- 4) Track income accounts in Quick Books vs. Servant Keeper
 - i) Envelope Giving, Presbyterian Women, Deacons, Mission, OGHS, Building Fund, Capital Campaign, etc.
- 5) Reconcile all discrepancies.

Presbyterian Foundation

- 1) Check for any contributions on a weekly basis to Presbyterian Foundation. If any are made plan withdrawal for deposit to Eastminster.



Payroll

- 1) Receive new employee information to be entered into payroll.
- 2) Input employee information, rates, vacation hours, paid time off, etc. into ADP
- 3) Input approved time sheets into ADP website for biweekly payroll.
- 4) Receive/enter/file payroll reports and enter information into Quick Books for each payroll.
- 5) Download/file quarterly reports (Federal and State)
- 6) Maintain payroll files for audit.
 - i) Provide paper record of payroll files to GuideOne for Workers Compensation Insurance audit.

Pay York County Local Service Tax on a quarterly basis.

Zane Benefits (Health Care)

- 1) Check email and account to see if any medical reimbursements are due to employees for health insurance premiums.
- 2) Login into Zane,_confirm/enter date and amount to be paid for distribution. Enter information on payroll worksheet to be reimbursed during next pay period.

Newsletter Financial Report

- 1) Prepare Financial Report for the monthly newsletter and email to Pew Points.

Memorial Contributions – Cindy

- 1) Work with Cindy tracking memorial/honorarium contributions.
 - i) Deposit, acknowledgment to contributor, and acknowledgment to family member of the deceased, and how it is to be used.