

Bookkeeper

Position Purpose: To provide financial services to the church that would include the processing, recording, maintaining and reporting of financial activities in accordance with GAAP and Midland Free policies and procedures.

Qualifications:

- A committed Christian who is either a member of Midland Evangelical Free Church (MEFC) or eligible and willing to become a member.
- Strong administrative strengths and attention to details including the ability to organize, plan, manage and execute tasks.
- Excellent communication and interpersonal skills including written communication skills.
- Education and prior work experience in accounting/bookkeeping, including proven ability to learn, if necessary, and use new accounting software.
- Experience with Microsoft Office software such as Word, Excel, and Outlook.
- Familiar with accounting software
- A commitment to confidentiality regarding all accounting records for the church, staff and church contributors.

Position Relationship:

- Reports to Lead Pastor and Treasurer.

Specific Responsibilities:

I. Receipts

- Accurately process, record and deposit all monies received in a timely manner.
- Process stock and other non-cash contributions.
- Process and record online giving and payments in conjunction with the database of the church, including monitoring and following up on emails related to online giving.

II. Disbursements

- Oversee processing of accounts payables.
- Perform payroll functions, including year-end reports, and assist in benefit administration.

III. Reports and Record Keeping

- Provide Attendance and Giving Report (weekly) and Dashboard (monthly) to the Elder Board and Finance Committee.



- Review monthly financial statements for accuracy and actual to budget performance, including reconciling all bank statements.
- Timely reconciliation of accounting records including designated funds, project reports and other financial reports as directed.
- Provide financial summary (quarterly) to the Elder Board, Finance Committee, and Congregation.
- Complete compliance reporting (PCI, health care, etc.).
- Provide annual giving statements to donors.
- Maintain fixed asset schedule and record retention schedule.

IV. Audit

- Assist in annual audit and budget process.
- Cooperate with the Lead Pastor in maintaining separation of duties and internal controls for the safeguarding of church assets.

Work Schedule:

- Part-time, up to 25 hours per week.

To apply, please contact kurtgelman@midlandfree.org.

