THE EVANGELICAL FREE CHURCH OF CRYSTAL LAKE

Position: Bookkeeper | Part-time 24 hours per week

Responsible to: Business Director

Position Summary for Bookkeeper:

The Evangelical Free Church of Crystal Lake's (EFCCL) vision is to encourage others to FOLLOW (Matthew 4:19- accept Christ's claims, believe His message and obey His commands), CONNECT (Matthew 16:18 – be actively participating and connecting in authentic relationships at the EFCCL) and MAKE disciples (Matthew 28:19 – be a disciple of Christ who disciples others). The Bookkeeper supports this vision through the maintaining of the church financial records. This includes processing weekly offerings and other forms of income, payment of purchases, expense reimbursement, check request, petty cash, credit card receipts, and payroll processes.

Position Details for Bookkeeper:

1. Recording and reconciling income and expense data:
   - Prepare checks for recurring payments, reimbursements, travel expenses and check requests.
   - Reconcile all bank accounts on a monthly basis; file the reconciliation report with the bank statements.
   - Prepare reports for regularly scheduled Elder and Finance Team meetings, and for congregational meetings.
   - Enter weekly offering amounts for individuals into the computer and preparing a weekly offering report.
   - Generate and track invoices for accounts receivable.
   - Make Electronic Funds Transfers when needed.
   - Record on-line and stock donations.
   - Track mission giving.

2. Salary administration:
   - Run semi-monthly payroll for full-time employees and those part-time employees whose hours have been pre-approved by the Elders. Other part-time employees will be paid after receipt of approved hours. Run monthly payroll for childcare employees.
   - Pay federal and state taxes with a deposit to an authorized financial institution in the time frame required by the IRS. The amount will be based on federal payroll tax liabilities (federal tax, social security and Medicare).
   - Prepare information to file the quarterly 941 report to federal and state, and annual W2 and 1099 forms.
   - Administer housing allowance, pension, disability insurance and FSA contributions.

3. Budget management and preparation:
   - Modify current year budget as directed.
   - Prepare and modify the next year budget reports and enter the new budget into the General Ledger system.

4. Other duties:
   - Track vacation and sick days.
   - Prepare giving statements at year end or as requested.
   - Order and prepare offering envelopes for distribution at year end.
   - Maintain employee paperwork.
   - Prepare paperwork for the yearly audit.
   - As assigned by the Business Director.

Qualifications for Bookkeeper:

This person must:

1. Be a member of the EFCCL.
2. Have proven bookkeeping experience.
3. Have a strong knowledge of accounting principles and procedures, and have a good working knowledge of computer software.
4. Be of sound Christian character.
5. Have strong interpersonal and problem solving skills.
6. Keep absolute confidentiality regarding the financial matters of the church and of individuals' giving records.
7. Have a ministry mindset.
8. Have a high degree of accuracy and attention to detail.