

BOOKKEEPER JOB DESCRIPTION

March 13, 2016

Position Summary

The Bookkeeper supports the mission and goals of the Unitarian-Universalist Church of Nashua by accurately and efficiently managing the church's finances. The Bookkeeper tracks income and expenses, processes payments and compiles reports. Working within our Policy Governance structure, the Bookkeeper reports to the Office Administrator and works closely with the Minister (Executive Director).

Responsibilities

Weekly

- Count, enter, and deposit donations and pledge payments received via weekend services, mail, online, etc.
- Track members' contributions to annual and capital campaigns against their pledge commitment.
- Maintain all transactions in Quickbooks (or equivalent software).

Bi-Weekly

- Process payroll for church staff (including White Wing staff)
- Process invoices, bills, and reimbursement requests; pay online or prepare checks for payment.
- Prepare financial reports for committees and staff as needed

Monthly

- Process automatic bank and credit card pledge payments
- Reconcile bank statements for all accounts
- Prepare, in consultation with the Minister, financial reports for the monthly Board of Trustees meeting

Quarterly

- Prepare quarterly reports on contributions for members

Annually

- Produce annual income and expense reports covering all operations and departments of the church.
- Produce appropriate end-of-the-year tax forms.
- Produce year-end contribution reports by January 31.
- Assist the Minister and other church staff in developing an annual budget, as needed.
- Assist the Stewardship Team by preparing giving reports as needed

Qualifications

- Minimum two years of accounting or bookkeeping experience (non-profit preferred)

- An Associate degree in accounting from an accredited educational institution desired
- Ability to perform several tasks concurrently with ease and professionalism
- Demonstrated ability to use Quickbooks accounting software, plus Excel and Word
- Knowledge of regulatory requirements of processing payroll accounting transactions and payroll returns desired
- Ability to speak, write, and generally communicate well in English
- Dependable work hours and job performance, commitment to accuracy, good interpersonal skills, and ability to work well with teams
- Ability to keep financial information about church members in strict confidence
- Hiring dependent upon successful completion of a background check

Hours & Salary

This is a part-time job, averaging 3 hours/week year round.

Salary range: \$2730-3680, commensurate with experience. No benefits are offered with this position.