



# ***New Life in Christ Church***

**Sean Whitenack, Interim Senior Pastor**  
**540-786-4848 - [nlicc@nlicc.org](mailto:nlicc@nlicc.org)**

**JOB TITLE:** Bookkeeper

**JOB DESCRIPTION:** New Life in Christ Church is looking for a Bookkeeper to assist the Church Treasurer, *to whom shall be entrusted the funds for the current expenses of the Church and the record... of all funds and their distribution*<sup>1</sup>. The Bookkeeper reports directly to the Treasurer and works closely with the office staff. Job responsibilities, specific to the actual collection, disbursement, and physical accounting, will be accomplished on church premises. Other tasks requiring coordination or research may be accomplished at the Bookkeeper's discretion, but accomplished in timely support of the requirement.

**SKILLS, EXPERIENCE, AND EDUCATION:**

- Skilled in the use of QuickBooks;
- Associates degree in a related field, preferable;
- Five years' experience in a related field, preferable;
- Demonstrates an ability for attention to details, comfortable with basic accounting terminology and mathematics.

**SUMMARY OF RESPONSIBILITIES:**

- Use QuickBooks to maintain budget and categorize expenses.
- Weekly Accounts Receivable: record weekly tithes and offerings, Ministry receipts, special income for Church Plants and Missionaries, and other designated donations.
- Weekly Accounts Payable – disbursed via checks:
  - Record accounts payable and payment of invoices (seeking approvals and/or verification of work performed).
  - Approved reimbursements.
  - Approved Sharing Fund requests.
- Weekly Banking – conduct deposits, wire transfers, and special money transactions.
- Process bi-weekly payroll and benefits, Federal/State tax liabilities, and assist with monthly financial reports, yearly donor statements and fiscal year transition.

**PERFORMANCE OF RESPONSIBILITIES:**

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<sup>1</sup> The Book of Church Order of the Presbyterian Church in America, Chapter 9, paragraph 9-4.



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The Bookkeeper is a direct report to the Treasurer. These responsibilities will be performed weekly, anticipated to involve 10 to 15 hours per week; time is managed by the Bookkeeper in so much that deliverables are provided on time as required.

***The Bookkeeper is charged to exercise extreme prudence in performing these matters and maintaining absolute anonymity of all donations.***

## **Specific responsibilities, but not all inclusive, are outlined as follows:**

- **Daily:**
  - Manage correspondence, as required, from Treasurer and Ministry Leaders.
  - Prepare and process State payroll taxes.
  - Prepare and process benefits payments.
- **Weekly:**
  - Account for individual giving (tithes & offerings) and payments.
  - Make general ledger postings and adjustments.
  - Prepare disbursements for the Treasurer to sign.
- **Bi-weekly:**
  - Prepare and process payroll transactions and provide a report to the Treasurer.
  - Prepare and process Federal payroll taxes.
  - Prepare and process benefits payments.
- **Monthly:**
  - Prepare financial reports for the Treasurer for reporting purposes on the first Friday of the month.
  - Prepare Missions Committee financial report for the Treasurer to review prior to submission to the Missions Committee Chair & Treasurer.
  - Conduct bank statement reconciliation for checking and savings accounts, with appropriate adjustments in QuickBooks.
  - Conduct transactions to pay designated missionaries and organizations.
- **Quarterly:**
  - Prepare and process the Federal 941 filing.
  - Disburse missionary checks for payment.
- **Annually:**
  - Make Federal 940, Virginia VA-6 filings.
  - Prepare staff W-2's/W-3 SS Admin/1099 & 1096.
  - Prepare and submit the Virginia annual earnings and tax verification report.
  - Prepare annual donation summary for all gifts to the church, provided to the Treasurer no later than January 15th.
  - File tax exempt records.
  - Assist Treasurer with fiscal year budget preparation.
  - Record Faith-Promise giving and prepare Faith-Promise envelopes and other giving, e.g., the Stewardship Campaign.
  - Conduct end of the year close-out with accountant.
- **As required:**
  - Provide budget balances/expenses to ministry leaders, as requested.
  - Assist in various invoice reconciliation and approvals.



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- Assist in researching pricing for various services used by the Church.
- Prepare and keep files updated and stored appropriately for all above records.
- And perform other such activities as it relates to the financial accountability and health of the Church.

## **COMPENSATION & BENEFITS:**

- Part time position paid hourly with one week, annually, paid personal time off.

**To apply, email the Church office at [nlicc@nlicc.org](mailto:nlicc@nlicc.org).**