

## Synod of Southern California and Hawaii

### POSITION DESCRIPTION

#### FULL CHARGE BOOKKEEPER

This is a part-time exempt position

#### **Purpose**

To provide services as full charge bookkeeper and act as financial administrative designee.

#### **Accountability**

This position is accountable to the Synod Business Manager.

#### **Relationships**

This position serves as a member of the Synod staff team. The position receives primary assignments directly from the Synod Executive/Stated Clerk, the Business Manager and works in consultation with the Synod Treasurer. The position provides staff services to the Synod Commission of Assembly, the Finance Committee and all other synod committees and commissions as requested.

#### **Responsibilities**

##### General Ledger:

1. Maintain the general ledger and reporting formats in accordance with accounting principles that adhere to the recommendations of the Financial Accounting Standards Board (FASB) for not-for-profit organizations.
2. Prepare appropriate month-end adjustments and initiate period and year-end closings.

##### Financial Reporting

3. Prepare financial reports for review by the Synod Executive/Stated Clerk, The Business Manager and Finance Committee in accordance with the financial statement presentation as recommended by the FASB.
4. Prepare schedules and financial analyses which may be required by management.
5. Support work of Treasurer and Finance Committee as requested.
6. Reconcile Synod bank accounts, process vouchers, and assume responsibility for other financial and accounting tasks as assigned by Synod Business Manager.

##### Disbursements:

7. Recommend the proper use and allocation of expenses; determines proper expense coding.
8. Monitor the implementation of the approved system and procedures in processing all accounts-payable before these are processed in the system; schedule and initiate payment of bills based on availability of funds.
9. Evaluate requests for use of funds and determine the appropriate Synod funds to support that use within the fund's guidelines,

#### Payroll:

10. Initiate the preparation of payroll in accordance with Synod's approved compensation plan.
11. Assure Synod's compliance with existing Federal, State and Local laws on payroll taxes, with Personnel Policies affecting employee compensation, and with tax reporting requirements.

#### Cash/Investment/Trust Accounts:

12. Inform the Business Manager of cash position and recommend withdrawal of funds from restricted accounts to cover restricted disbursements.
13. Download quarterly statements of investment accounts with New Covenant Funds, the Presbyterian Foundation, and New Covenant Trust Company and record the transactions for the quarter.

#### Financial Review Assistance:

14. Maintain sufficient "review trails" and up-to-date back-up schedules needed in the review.
15. Ensure proper and adequate Internal Control environment for the review.
16. Prepare work papers and analysis as requested by the reviewers.
17. Respond to questions by the external accountants.

#### Budget Development:

18. In coordination with the Synod Executive/Stated Clerk, Synod Treasurer, Business Manager, and Finance Committee, initiate and prepare the Synod's annual budget.

#### Other Duties:

19. In coordination with the Synod Executive/Stated Clerk and Business Manager, provide data and analysis in investments, cash management and special projects required by management.
20. Act as the primary liaison with government entities, General Assembly, other synods, presbyteries, churches, vendors and contract providers with regards to accounting and finance requirements.
21. When necessary, attend meetings of Synod Assembly, Commission of Assembly, and Finance Committee.
22. Perform duties not listed above on the position description but which are also considered to be essential to the employment positions.

#### **Evaluation**

An annual review and evaluation of work performance shall be conducted in accordance with the personnel policies of the Synod. A comprehensive evaluation shall be conducted every five (5) years.

#### **Minimum Qualifications**

1. Two (2) to five (5) years of experience working in the financial field, preferably in a not-for-profit setting."
2. Associate Degree in Accounting or equivalent.
3. Able to work part-time, averaging 20-25 hours per week.

4. Familiarity with operating QuickBooks accounting software, preferably the on-line version.
5. Experienced in preparing financial and review schedules and producing and interpreting financial reports.
6. Sensitivity and ability to work with people of various ethnic, cultural, religious, and language backgrounds.
7. Ability to perform the requirements of the position with no or minimal degree of supervision, to take initiative in planning the work, and to exhibit good judgment.
8. Good moral character with an ability to maintain confidentiality.