

# BOOKKEEPING ADMINISTRATOR PROFILE

The Bookkeeping Administrator accounts for all funds received and expended through First Free. They work in accordance with staff to ensure all policies and procedures are followed in the management of finances. This is a flexible, part-time position (approximately 25 hrs/week) and reports to the Operations Director.

## Requirements

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### Maturing Disciple

- A person of good character and reputation, full of the Spirit and of wisdom.
- A person who has proven themselves to be faithful to the local church.

### Displays Competencies and Attitude of a Learner

- Proficient in Microsoft Office software (Outlook, Word, Excel).
- Able to learn and become proficient in both our accounting and church management software.
- Familiar with or able to learn tax laws and not-for-profit accounting as they pertain to churches, including filings and payments.
- Self-starter with ability to create, evaluate, and adjust systems to accomplish goals.
- Strong organizational skills.

### Able to Collaborate

- Able to communicate effectively with staff when requesting documentation or information to ensure proper handling of funds.
- Able to effectively communicate with staff and congregants.

### Aligned with First Free's Mission and Vision

- Full agreement with the EFCA Statement of Faith as explained in *Evangelical Convictions*.
- Committed to the mission and philosophy of ministry of First Free as expressed in the Ministry Map.

## Responsibilities

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### Contributions

- Ensure proper handling of funds to ensure policies and procedures are followed.
- Responsible for the timely processing and deposit of all Sunday receipts and miscellaneous cash deposits.
- Handle online contributions and payments.
- Enter contributions into accounting software.

### Payroll and Processing

- Ensure all new-hire paperwork is filled out, in order, and properly stored to maintain adherence to privacy laws.
- Prepare and run hourly and salary payrolls, prepare employee application packets, prepare and maintain employee files, track sick/personal leave and vacation days for full-time employees, make electronic tax payments to EFPTS, and pay state taxes in a timely manner.

### Accounts Payable

- Enter bills for payment into accounting software.
- Print checks and mail payments, upload ACH payments.

**Accounting**

- Prepare and perform all bookkeeping responsibilities including, but not limited to, data input for contributions and setup of new accounts and fund numbers.
- Assist in sending contribution statements quarterly.
- Prepare Shelby System data setup for annual budget, new accounts, make journal entries, prepare end of month reports, and maintain designated accounts and funds for missions/special trips.
- Generate financial reports as required.

**Miscellaneous**

- Notary public.
- Prepare and maintain Awana cash bag.
- Maintain gift cards for benevolence.
- Load Shelby System updates.
- Act as a backup for the front desk receptionist.
- Prepare bulk mailings.
- Participate in monthly all-staff meetings.
- Perform others functions as assigned.