



## Bookkeeper and AP Coordinator

**REPORTS TO:** *Accounting Director – This position is non-exempt, overtime eligible position*

**POSITION LOGISTICS:**

This is up to 20 hour per week, on-site position.

**SALARY:** \$25 per hour

**BENEFITS:** Paid Sick Leave  
12 Paid Holidays per year

**POSITION RATIONALE:**

This position is responsible for recording, tracking and completing AP payments and donors gifts, tracking invoices and recording giving in Shelby.

**GENERAL REQUIREMENTS/PREREQUISITES:**

- At least three years of bookkeeping experience
- Proficiency in English
- Working knowledge of accounting software, Excel, Word, and Google docs/Google sheets and willingness to learn ShelbyNext software
- Ability to work independently, multi-task, meet deadlines and attend to details
- Must be able to keep church finances and giving information confidential
- Excellent communication and interpersonal skills including the ability to respectfully handle confidential information
- Desire and ability to present a warm affect and non-anxious presence to congregants, staff, visitors, vendors
- Attendance at regular staff meetings as needed
- Understanding and agreement with the essential tenets of the Evangelical Covenant Order of Presbyterians and those of Grace Commons Church

**UNIQUE MINISTRY RESPONSIBILITIES/ACCOUNTABILITIES:**

- Promptly record all weekly giving in Shelby and acknowledges gifts in writing when appropriate
- Prepares and reviews expenditures for propriety and prepares invoices and reimbursements for payment and Records invoices in church's accounting system
- Scheduled payments in online banking system
- Helps to manage and maintain AP and expense policies and procedures
- Provide assistance as needed with "Prepared By Client" materials for annual audit
- Assists with managing pledge records in our Shelby Membership System
- Backs up some of the duties of the Accounting Manager, such as payroll processing

Reviewed by **Employee:** \_\_\_\_\_ **Supervisor** \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature* *Signature*

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.