

Westminster Presbyterian Church
1624 N.E. Hancock St.
Portland OR 97212-4499
(503) 287-1289

Please submit resume to: Westminster Presbyterian Church/1624 NE Hancock, Portland, OR. ATTN:Patricia Holman, Church Administrator

JOB DESCRIPTION

Position Title: Full Charge Bookkeeper/Financial Secretary

Supervisors: Church Administrator

Handle all bookkeeping work.

WORK SCHEDULE: Flexible, totaling 20 hours per week.

GENERAL DUTIES:

1. RECORD all business transactions using "Shelby" enterprise software.
2. Prepare monthly statements, including balance sheets, income statements, and detail budget vs actual reports. Statements and reports are prepared using "Shelby" software.
3. BANK DEPOSITS: Make all deposits for General Fund, Building Renovation Fund, Building Maintenance Trust Fund, and Endowment Fund, usually one deposit per week. General fund deposits are made by counters. VANCO ACH deposits to VANCO from VANCO internet site contributions from WPC website.
4. MAINTAIN contribution and pledge records in data base. Source document from counters record sheet and pledge cards.
5. SEND CONTRIBUTION STATEMENTS and letters quarterly.
6. PAY BILLS weekly.
7. PAYROLL AND HUMAN RESOURCES: Work with Prime-Pay payroll service. Include Department of Justice and Employment orders.
8. RECORD building usage payments (weddings, day care, Hancock Preschool, and other groups).Church Administrator and Bookkeeper work together with OA tracking contracts and Bookkeeper tracking payments. Reminder letters are sent or phone calls made by Church Administrator if not paid on time.
9. MAINTAIN petty cash.
10. ANSWER PHONES when the office secretary is not available.
11. ATTEND MONTHLY STAFF meeting every 2 Tuesday at 10:00 am.
12. OTHER assignments, as needed.13.WORKS in cooperation with the Church Treasurer. Monthly financial statements for Session meetings are prepared by Treasurer. Treasurer also does bank reconciliation and prepares quarterly JE's for investment activity. Coordinates stock sales to church by members.