



All Saints Lutheran Church

630 South Quentin Road

Palatine, Illinois 60067-6759

E-mail: office@AllSaintsPalatine.org

Website: <http://www.AllSaintsPalatine.org>

Job Description: Bookkeeper

Qualifications:

1. Experienced in bookkeeping skills, including ledger maintenance, check preparation, and all included paperwork.
2. Pleasant personality, conversational and interpersonal skills, ability to receive direction and carry out instructions.
3. Familiarity with or willing to learn church database and other software as required.
4. Strong time management and organizational skills to meet recurring and variable deadlines.
5. Willing and able to maintain strict confidentiality.
6. Generally 6-8 hours per week, maximum of 10 hours per week, excluding year-end reporting time.
 - a. This work will primarily done during the day on Mondays. Weekends and evenings also available as convenient and negotiated.
7. Appropriate dress is expected.

Organizational Relationships:

1. Pastor Seth Moland-Kovash shall be immediate supervisor.
2. Bookkeeper will also work very closely with congregational Treasurer and Financial Secretary, as well as congregational officers.
3. Relationship with Personnel Committee:
 - a. Bookkeeper shall meet with the Pastor in consultation with the Personnel Committee for annual review of performance. This shall include an opportunity to alter job description, seek changes, and set goals for the year, etc.
 - b. Any staff member may ask for a hearing with the Personnel Committee, at any time, to discuss grievances related to job performance.
 - c. The Personnel Committee shall make recommendation to the Church Council for salary changes and changes in hours, etc.
 - d. In the event of unsatisfactory performance, the Personnel Committee shall make recommendations to the Church Council regarding continuation or termination of employment.
4. Staff members may meet periodically with the Mutual Ministry Committee for discussion of staff relationships, job satisfaction, and other issues in a context of supportive helpfulness. This conversation will see the staff members' ministry in relationship to the entire ministry of the congregation.

Job Duties:

1. Do the accounts payable bookkeeping. Post payment with invoice numbers to the computer system and produce checks to pay invoices. All paper invoices and receipts filed in an orderly manner.

2. Write payroll checks, withhold taxes, and write checks for payment of taxes to appropriate government agencies in a timely manner, produce W2s and other forms required for tax reporting.
3. Pay insurance premiums, pension, and other benefit payment for church personnel.
4. Produce financial reports on a monthly basis for Support Committee and for Council. Reports should be ready by the first Tuesday of the month for Support Committee, or as negotiated.
5. Reconcile the check book with the bank statement on a monthly basis.
6. Provide detailed information for audit as requested (generally annually).
7. Prepare the financial portion of the annual parochial report to the synod in collaboration with the financial secretary.
8. Prepare yearly report for the Metropolitan Sanitation Department.
9. Distribute or mail checks after they have been signed by the Treasurer. Bookkeeper prints checks, gives them to Treasurer with appropriate documentation, and then distributes.
10. Post any interest received on bank accounts to the general ledger.
11. Work with the financial secretary on any questions of revenue.
12. When in the office on Mondays during the day, provide light receptionist duties. Answer the phone, receive packages and mail.
13. Other duties as negotiated.

Pay Rate:

Pay is hourly and will be negotiated based on experience and skills.