

Book Keeper
Auburn United Methodist Church
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Job Description: The **Book Keeper** is responsible for accurate and thorough record keeping for all financial matters of the church.

- Verify deposit slips. Record deposits in all funds under appropriate income title.
- Reconcile checkbook monthly.
- Maintain all accounts, recording deposits, interest, and withdrawals.
- Maintain accurate records (contributions, withdrawals, and payments) for internal accounts.
- Create reports for Finance committee meetings, present them at the meetings, and post reports in Fellowship Hall.
- Attend Church Council and Finance Meetings and present requested reports.
- Verify and pay bills and mail payments accordingly.
- Organize invoices and payment receipts and fill in appropriate accounts.
- Keep track and submit payments for Missions Ministry Team as requested when funds are available.
- Provide research assistance for and/or requested reports to committee chairs as needed.
- Prepare checks for volunteer treasurers to sign.
- Assist auditors in the annual audit of all accounts.
- Other duties as assigned and as time allows.

Experience and Skills Required:

- Must be able to pass background check and be approved under church bonding insurance policy.
- Be a follower of Christ.
- Basic accounting knowledge.
- Learn and use PowerChurch software program.
- Be skilled in effective written and oral communications.
- Exercise mature judgment, especially regarding confidentiality.
- Have excellent organizational skills and be dependable.
- Be experienced with computers and office software.

Line of Accountability: Responsible to the Pastor.

Review: Job description and job performance are to be reviewed (and revised as necessary) annually, or as requested by the Book Keeper or the Lead Pastor.