

## **SHELBY PRESBYTERIAN CHURCH**

### **Position Description: Bookkeeper (Part-time Position)**

Ministry Objective: The Bookkeeper keeps the records of income and expense for Shelby Presbyterian Church and Rainbow Connection, preparing reports as required.

Accountability: The Bookkeeper will function as an active member of the SPC management team, directed by the Pastor/Head of Staff. In addition, the Bookkeeper will attend and participate in regular staff meetings and Finance Committee meetings as scheduled.

### **Primary Responsibilities:**

**Receive and Deposit** Incoming Monies, such as:

Sunday Offerings -from vault (counted with lay-person)

5-cents-a-meal offering -from vault

Any mail or drop-off offerings (usually coming thru Secretary which will include Memorials, Pledges, Special designations)

Be sure banks bags are in place for Sunday Offerings

**Keep notebooks** for SPC/RC of reports of Register, Journal, Payroll, Adjusting Entries (ShelbyNext generated)

**Pay bills** for SPC promptly according to Budget

Receive invoices and packing slips to verify merchandise received or work completed

Reconcile credit card statement

**Keep files** of paid bills, benevolence giving, SPC/RC monthly reports, insurance info, banking

Prepare **Payroll** for SPC and Rainbow:

SPC -bi-monthly

RC -bi-monthly

Prepare Reports to Federal Government for taxes and deposit EFTPS per payroll

Keep secure files for W-4, NC-4, current for each SPC and RC employee

Arrange for and prepare Christmas bonus checks for SPC/RC

**Prepare Annual:** W-2 for SPC/RC, portion of Annual Report to Presbytery, Workmen's Compensation Audit Report

Prepare reports to IRS and NC: 941 Reports (quarterly), NC Tax Deposits (monthly)

**Reconcile Banks Accounts:** SPC-Operating Account, Invested Funds-Quarterly, RC, MM/CD. Transfer monthly funds to Invested Funds accounts.

**Keep Bank Records:** Signatures for various bank accounts and prepare letters for any changes. Letters to be signed by Chair of Finance or Pastor. Bookkeeper and Secretary (possibly Head of

Staff/Pastor) are authorized signatures for ALL SPC accounts. Rainbow Director and Bookkeeper are authorized signatures for Rainbow Connection accounts. Keep track of credit/debit cards for necessary staff.

### **Reports for Finance Committee:**

Month-end Reports:

Balance Sheet, Income and Expense, Budget (ShelbyNext generated)

Invested Report, Available Funds/Weekly Offering Comparison Report, Designated Funds Report showing Beginning of Year Balance, Income (interest), Additions and Subtractions, and Year-to-date balance (created reports)

### **Other tasks:**

Prepare and Disburse Budget Requests for new budget year (includes letter to officers, previous year budget and spending, and year-to-date budget and spending with Request for upcoming year's budget)

Prepare End-of-Month report for Rainbow Committee (ShelbyNext generated)

Prepare any reports requested by Staff or Committees

Prepare Report for Officer Retreat notebook (usually December Finance Report)

Do **Background Checks** for SPC and RC, keeping files secure

Prepare and keep **Sales Tax** info for SPC/RC reports for refund bi-annually

Notify responsible staff/committee when Budgets are being overspent

Put "notices" in newsletter/bulletin re: year-end giving, general offering info

Order checks for SPC/RC

**Keep files** of equipment and maintenance contracts, personnel files

Present Courtesy things:

Pick up mail

Empty dehumidifiers in Library and Educator office

02/2021

## **SHELBY PRESBYTERIAN CHURCH**

Position Description: Office Assistant (Included with Bookkeeper at present)

Primary:

Assist Secretary in anything she may need done

Help Secretary with any mailings (fold/seal/label newsletter basically)

Help prepare bulletins (fold and stuff), as time permits

Help with any other major projects of Secretary (Advent book, quarterly pledge letters, etc)

Answer phones

Fill-in when Secretary is on vacation (Secretary has bulletins and required notices prepared, and responsibilities ready for Ofc Ass't to do)

Order basic supplies for office/staff as needed and stock supply closet

Prepare Notebooks for:

Officer Training (Sept/Oct)

Officer Retreat (December, early January)

Notebooks include:

meet with Staff/Officer responsible for Training/Retreat to plan notebook  
Secretary prepares all updated information (Officer lists, Neighborhood Groups, Committee info, Congregation info)

Get required reports/information from various Staff/Committees to be included in notebooks

Orders supplies (notebooks, paper, tabs)

Put "notice" in newsletter for unused notebooks to be returned to office

Prepare, copy, organize all info to go into notebook and collate notebook

Work with Food Ministry to update client list monthly plus other requests

Send via Second Harvest website monthly reports by 5th of each month.

Report prepared by Food Ministry –enter data and print JotForms for their files

02/2021

## **SHELBY PRESBYTERIAN CHURCH**

Position Description: Purchase Coordinator

(Included with Bookkeeper and Office Assistant at present)

Purchasing person to oversee Purchasing as listed below:

Weekly, possible monthly, check inventory and events on church calendar

Plan to meet with Committee or people for event needs (funerals, receptions, etc.),

setting required time to have request for needed supplies on-hand in a timely manner

Order basic kitchen items for SPC, RC(fund raiser events), Food Ministry, janitorial needs for cleaning personnel

Order office supplies for the Supply Closet including annual desk calendars

Review service providers, as necessary, with help of Property Committee Chair (Carpet Rental, Webb Chem, etc)

NOT responsible for setting up for events, this to be handled by Committee sponsoring the event

Supply orders handled by:

Educator/Linda:orders SS literature, KFC/Kids Camp/VBS literature

Rainbow/Becky:supplies and materials for Rainbow Connection

Food Ministry/Glenn: gives requests for supplies for Food Ministry paper supplies to Purchaser, they handle ALL food needs

Office/Miranda/June:office/paper supplies and special needs requested

Cleaning crew:request some janitorial supplies for Purchaser to order

Youth Coord/Comm:event supplies, Senior Celebration (basically food prep)

Person presently responsible:

Kitchen supplies:Purchase Coordinator

Plates, dinnerware, table coverings, napkins, cups, beverage supplies, etc. for:

Wed Supper, Sunday Fellowship, events/receptions, Senior Celebration, funerals

General supplies:Purchase Coordinator

batteries, communion specialneeds (mats for intinction, towels for foot washing, etc.), Christmas trees, Easter lilies, poinsettias,

Secretary orders (due to order via church credit/debit card):

Communion supplies and Worship Guild supplies, Pastor requests