

CROSSNORE PRESBYTERIAN CHURCH

Position Description: Bookkeeper (Part-time Position/8-10 hours per week)

The Bookkeeper keeps the records of income and expense for Crossnore Presbyterian Church, preparing reports as required.

Primary Responsibilities:

Receive and Deposit Incoming Monies, such as:

Sunday Offerings

Daily Change/Nickel-a-meal offerings

Memorials, Pledges, Special designations

And record them into the PowerChurch system

Pay invoices for Crossnore PC promptly according to Budget

Keep files of paid bills, benevolence giving, Crossnore PC monthly reports, insurance info, banking

Prepare **Payroll** for Crossnore PC:

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

Keep secure files for W-4, NC-4, current for each Crossnore PC employee

Prepare Annual: W-2 for Crossnore PC,

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

Reconcile Banks Accounts for Crossnore PC

If interested, please call the church office at 828/ 733-1939