

**Job Description**  
St. John's Lutheran Church  
1804 Highland Ave. Eau Claire, WI 54701

**POSITION: Church Accountant/Bookkeeper**

The Church Accountant is a member of the support staff of St. John's Lutheran Church. Like all persons employed by St. John's, the accountant serves as congregational representative to all persons with whom they have contact. The accountant assists the Church Treasurer, Finance Committee and Administrative Assistant. This position is part-time with a flexible schedule and requires a minimum of an Associate's degree in accounting from an accredited educational institution or equivalent work experience, working knowledge of accounting and payroll, and proficiency in computer skills including MS Word, Excel and QuickBooks software.

**Responsibilities:**

**Accounting:**

- Perform bookkeeping and record keeping functions.
- Process payable and receivable transactions.
- Reconcile bank, checking and credit card statements and investment accounts.

**Payroll**

- Process bi-monthly payroll and all payroll-related payables including: Federal and state taxes, HSA and retirement plan contributions, health insurance premiums, pastor's pension and benefits.
- Prepare monthly, quarterly and yearly payroll tax forms and make necessary deposits.
- Prepare W-2s and 1099s at year-end.

**Reporting**

- Prepare budget, annual reports, interim reports and other reports for church Council and various boards, committees and ministries, including: Finance Committee, Property Committee, Helen Brougham Fund, Endowment Fund, WELCA, and St. John's Christian Preschool.
- Maintain accounting records & spreadsheets.

**Miscellaneous**

- Prepare for and cooperate with those appointed to perform a yearly audit of the financial records.
- Attend Finance Committee meetings as requested.

**Requirements:**

- Attention to accuracy and detail.
- Commitment to good interpersonal relationships, teamwork and support of church ministries.
- Commitment to confidentiality regarding all account records and payroll information.
- Good time management skills and self-motivated.

**Accountability and terms of employment**

The Church Accountant/Bookkeeper's immediate supervisor is the Personnel Committee with input from the Finance Committee and Pastor. Performance review and goal setting will take place annually with the Personnel Committee.

St. John's Lutheran Church is an "at will" employer; however, under normal circumstances either party may terminate employment with a minimum of two weeks written notice. Other terms of employment (including paid time off) will be in accord with the Employee Policy Manual of St. John's Lutheran Church.

All employment at St. John's Lutheran Church is contingent upon satisfactory reports from references and a background check run.

Revised September 2016

Revised October 2017

Revised January 2020

Revised February 2023