

# Executive Board

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## Financial Team Bookkeeper

**Mission Statement:** The financial team of Trinity Evangelical Lutheran church serves the congregation by overseeing its financial business in order to carry on the work of sharing the Word of God here at Trinity as well as in the surrounding community, the WELS and the world.

**Description:** The Bookkeeper issues and records the payroll and accounts payable checks written by the church. He or she also prepares monthly reports that are given to the Treasurer as well as any specific reports requested by the ministerial staff or board members. The Bookkeeper is appointed by the Executive Board.

**Qualifications:**

- Spiritually mature, active member of Trinity Ev. Lutheran Church
- Recognized for his or her integrity and able to maintain strict confidentiality
- Has a basic knowledge of accounting principles
- Is comfortable using the computer and financial software
- Good organization and communication skills
- Attention to detail

**Responsibilities:**

1. Issue bi-monthly and monthly payroll for ministerial and church staff, and for other paid positions.
2. Issue checks to church members for expense reimbursement. Issue checks to outside vendors.
3. Ensure all check requests are approved by the proper board members or the ministerial staff.
4. Prepare reports each pay cycle to the Treasurer.
5. Prepare reports as needed to the ministerial staff and board members.
6. Use QuickBooks software for all above responsibilities.
7. Maintain accurate records and detail of checks issued. Also maintain personnel payroll records.
8. Prepare year end W-2s and submit to the Treasurer for review and approval.

**Time Commitment:**

- 6–9 hours per month (somewhat flexible)
- Term commitment is open and at the discretion of the Bookkeeper and/or Treasurer

**Relationships:** The Bookkeeper works closely with the Treasurer, ministerial staff and church secretary. He or she reports to the Treasurer of the Congregation.

**Training:** Training for the incoming Bookkeeper will be provided by the outgoing Bookkeeper, and will include one or two sessions to review current procedures and the QuickBooks software. The incoming Bookkeeper will shadow the outgoing Bookkeeper for at least one pay cycle. The outgoing Bookkeeper will be available for any questions or issues until the incoming Bookkeeper feels comfortable in the position.