

FIRST PRESBYTERIAN CHURCH OF MESA

161 N. Mesa Drive

POSITION: BOOKKEEPER

JOB DESCRIPTION

Keep accurate, detailed records of monetary transactions including payroll, banking, payables and reports.

- Process payroll and appropriate tax forms
- Process accounts payable transactions
- Compile monthly reports
- Verify monthly deposits and bank reconciliations
- Maintain file system

Duties and Responsibilities

- Process payroll checks bimonthly for two entities
- Calculate payroll taxes, make monthly entries and payments
- Calculate and pay quarterly payroll taxes
- Enter and verify accuracy of weekly accounts payable
- Cut checks for AP on a timely basis
- Compile monthly reports using existing templates
- Reconcile monthly bank statements and research any discrepancies
- Maintain adequate records for audits or other inquiries
- Maintain filing system for all entities
- Discuss potential issues with supervisor and/or appropriate staff

Qualifications

- Basic office skills
- Knowledge of QuickBooks
- Basic accounting skill and knowledge of GAAP guidelines
- Accurate data entry skills
- Problem solving skills
- Communication skills
- Ability to use a computer and internet skills

Work Environment

- Reports to Head of Staff
- Standard office atmosphere/Appropriate business attire
- Attend monthly finance committee meeting
- Attend staff meeting as designated by Head of Staff
- Work on site