

JOB POSTING



羅省第一華人浸信會
FIRST CHINESE BAPTIST CHURCH
LOS ANGELES

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Bookkeeper

Employment Status and Hours: Non-exempt; Regular Part-Time

Prepared Date: July 26, 2019

Reports to: Church Administrator

Typical Work Schedule: 20 hours per week (additional hours may be needed at the start for training and to meet work demands); flexible work hours

Job Summary: The Bookkeeper is responsible for the day-to-day entry and maintenance of the church's financial records, reconciliation, and preparation of financial reports. The Bookkeeper takes care of accounts payable, accounts receivable, and performs other tasks as assigned by the Treasurer and Church Administrator. The Bookkeeper will conduct all bookkeeping within the church's internal control policies and procedures.

Delegated Authority: N/A

DUTIES AND RESPONSIBILITIES:

- 1) Accounts Payable - process vendor payments and reimbursement requests from congregation members; monitor automatic debits and other electronic payments
- 2) Accounts Receivable - Process invoices and statements, record deposits, collection follow-up
- 3) Verify bills, bank debit transactions, and credit cards for accuracy and approvals
- 4) Post journal and payroll entries to the general ledger
- 5) Monitor and record all electronic transactions from various sources such as online giving, PayPal payments, etc.
- 6) Notify Treasurer to acknowledge large contributions (i.e., wire transfers, sales of stock, etc.)
- 7) Reconcile all bank and brokerage statements to general ledger; categorize financial transactions appropriately
- 8) Prepare monthly, quarterly, and annual financial reports for review by various ministries, committees
- 9) Prepare expenditure reports to assist the Budget Review Committee in its budgetary process
- 10) Diagnose accounting problems
- 11) Respond to accounting inquiries and requests from vendors and congregation members
- 12) Adhere to and maintain accounting procedures and internal controls
- 13) Perform special projects as assigned

WORKING RELATIONSHIPS:

As a member of the administrative staff, this position will have frequent contact with the church office staff including pastoral, administrative staff members, and various committees, as well as contact with lay workers. The bookkeeper will work closely with the church Treasurer to provide financial reports and other information as needed for the Treasurer to fulfill their responsibility to account for, advise, and report on all financial matters involving the church. On occasion, this position will have contact with third parties on behalf of the Church. In all instances, this staff member must maintain a professional and spiritual decorum in all contacts and communications (both written and oral) with all parties at all times.

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MINIMAL QUALIFICATIONS AND REQUIREMENTS:

Education: Accounting or similar degree preferred

Knowledge and Work Experience:

- 1) Minimum of 2 years accrual accounting bookkeeping experience
- 2) Non-profit bookkeeping experience a plus

Skills and Requirements:

- 1) Hands-on knowledge of accrual bookkeeping including Accounts Receivable and Accounts Payable
- 2) Highly organized; great attention to detail
- 3) Able to meet deadlines
- 4) Follows directions
- 5) Self-starter and self-learner
- 6) Clear oral and written communication skills
- 7) Sound judgment and discretion when handling confidential issues
- 8) Able to work with a variety of people at various levels
- 9) Able to work independently and with office staff
- 10) Proficient in QuickBooks, Microsoft Office applications; able to learn new software
- 11) Motivated to serve the Lord

Language Skills:

Good verbal and written English required

Certifications or Licenses: N/A

WORK CONDITIONS AND PHYSICAL REQUIREMENTS:

Sedentary work, with occasional lifting, carrying, pushing and pulling of objects weighing up to twenty pounds. Talking, hearing, seeing and keyboarding is required with occasional stooping, crouching and reaching. Position requires approximately 90% sitting and 10% walking or standing.

ACCOUNTABILITY

- 1) Acknowledges and agrees to abide by FCBCLA's Constitution and By-laws and Statement of Faith
- 2) Dependable and consistent work attendance

CANDIDATE PROFILE:

- 1) Born again Christian, worships regularly, maintains a consistent spiritual life and disciplines
- 2) Able to maintain strict confidentiality
- 3) Respectful towards authority and subordinates
- 4) Culturally sensitive and aware
- 5) Demonstrates sound work ethic and a "customer service" orientation

Salary is commensurate with experience. This job description is intended to convey information essential to understanding the scope of this position and not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. This job description is subject to change by the church as the needs of the church and requirements of the job change.

PLEASE SUBMIT RESUME to jobsubmission@fcbc.org