

Bookkeeper

Basic Function: To perform the weekly, monthly, and annual bookkeeping responsibilities of Eagle LifeChurch, ELC Property Management, LLC, and ELC Operations, LLC. The Bookkeeper will record all financial transactions and execute the financial management objectives of the Pastor. The Bookkeeper will be proficient in QuickBooks, payroll, and general financial best practices. The Bookkeeper will also assist with occasional office work and small projects.

I. EAGLE LIFECHURCH:

- a. **Vision:** Helping People Experience Jesus in a Life-Changing Way.
- b. **Values:** Cross-generational ministry. Directed by the Bible and the Holy Spirit. Connected to community. Generous with Missions. Team environment. Gifted ministry.
- c. **Fellowship:** Eagle LifeChurch is affiliated with the Assemblies of God, Springfield, Missouri and the Southern Idaho Ministry Network, Nampa, Idaho.

II. Qualifications:

- a. **Personal:**
 - i. Personal faith in Jesus Christ as Savior and Lord.
 - ii. Evidence of continued spiritual growth (2 Peter 1:5-11, 1 Tim. 3:1-7, Titus 1:6-9).
 - iii. Commitment to support and encourage the goals, objectives, bylaws, and all ministries of Eagle LifeChurch.
 - iv. The willingness and ability to work well with others.
 - v. Consent to a standard background check.
- b. **Professional:**
 - i. At least three years' experience in bookkeeping and payroll.
 - ii. Training or experience in QuickBooks, payroll taxes, non-profit finance, donation management, accounts payable, and accounts receivable.
 - iii. The willingness and ability to work independently and within parameters set by Pastor.
 - iv. The willingness and ability to effectively communicate in written and verbal communication.
 - v. The willingness and ability to work with various forms of technology for recording, reporting, and communication.

III. Expectations and Responsibilities

- a. **Lifestyle:**
 - i. Maintain a personal devotional life in a growing relationship with Jesus Christ.
 - ii. Demonstrate a genuine care for the finances entrusted to Eagle LifeChurch.
 - iii. Live life in accordance with Biblical principles.
- b. **Continue Self-improvement:**
 - i. Attend (physically or electronically) two seminars or conferences a year relating to bookkeeping, non-profit finance, or other approved conference.
 - ii. Keep informed of current ideas and information concerning church finance, QuickBooks updates, software integration, and best-practices.
 - iii. Keep informed and conform to the current legal issues relating to the care of ministry finances.

c. **Ministry Responsibilities:**

i. **Professional Duties:**

1. Record weekly giving for each separate giving unit, and verify and make the deposits, including in person, by mail, and online giving.
2. Process payroll, monthly Federal payroll taxes and reports, quarterly state payroll taxes and reports, retirement contributions, and annual payroll documents. Process new and existing employee's payroll, direct deposit, tax and hiring forms.
3. Pay bills and invoices, by writing checks, preparing checks to be signed, recording debit card transactions, and reconciling all accounts monthly.
4. Prepare, review, and distribute Annual Giving Reports.
5. Work with the Pastor & Board Treasurer to create, review, and distribute monthly and annual finance reports.
6. Communicate financial matters to the Pastor in a timely and thorough manner.

ii. **Resource Management**

1. Maintain, enforce, and ensure financial integrity through the entire financial process.
2. See that the church office and all corresponding equipment are kept clean, orderly, well maintained, and safe.
3. Ensure that needed equipment, software, furnishings, supplies, and materials are kept well stocked, updated, and accessible, within the Ministry Budget.

IV. Accountability and Support:

- a. The Bookkeeper will report directly to the Senior Pastor.
- b. A weekly check-in is required.
- c. The Pastor will provide personal and ministry support, encouragement, and correction.
- d. Annual job performance reviews will be conducted.
- e. Employees and volunteers serve at the prerogative of the Eagle LifeChurch Board.

V. Compensation & Workload:

- a. Bookkeeper is currently a part-time hourly position.
- b. Projected hours: 10 hours per week (some seasonal extra hours may be necessary)
- c. Compensation: \$18-20 per hour depending on experience.
 - i. Vacation & sick days, conferences, travel.
 - ii. If a member of ELC, you and your family receives free ministry camps, conferences, events, and retreats.
- d. Job may flex based on employee's personal spiritual gifts, talents, and calling.