



FIRST FREE
CHURCH

Accountant/Bookkeeper

Job Description

Summary

The Accountant/Bookkeeper is an important part of ministry at First Free Church, and fulfills the mission of First Free by being an effective and valued ministry partner of the staff and congregation, providing financial structures and services for ministries to thrive within First Free, our community, and beyond.

Structure

This is a full-time, hourly (non-exempt) position of approximately 35 hours per week. The Accountant/Bookkeeper is part of the Ministry Support team and reports directly to the Executive Pastor of Leadership Development and Operations.

Responsibilities

- Maintain and manage the general ledger chart of accounts.
- Reconcile all bank accounts, keeping track of funds and all balance sheet accounts.
- Supervise the Administrative Assistants in bookkeeping responsibilities.
- Prepare monthly financial statements and financial reports for all funds and departments, as well as for audits and other financial reviews.
- Manage cash in operating account
- Assist in processing payroll, retirement, FICA equivalent, benefit deductions, and making appropriate general ledger entries.
- Keep record of independent contractors and prepare 1099's.
- Facilitate wire transfers, acquiring cash or foreign currency for various ministries as needed.
- Process Accounts Payable by working with the Administrative Assistants for invoice entry, and then processing payment of bills correctly by either check, ACH, or bank transfer.
- Process Accounts Receivable invoices when necessary.
- Assist in collecting worship contributions.
- Monitor credit card use, general ledger posting of credit card expenses, and payment.
- Facilitate Benevolence assistance when necessary.
- Keep scholarship application forms updated and make appropriate scholarship entries
- Attend finance committee meetings and record emails and notes in the journal.
- Coordinate & attend quarterly department finance meetings, making notes in journals
- Update the financial forecasts quarterly

- Process & verify general ledger entries.
- Support the Executive Pastor of Leadership Development and Operations in preparation of the annual budget.
- Complete annual financial statements and spreadsheets needed for the Annual Review preparation.
- Assist in preparation and development of financial policies.
- Remain current in financial laws and practices related to the church.
- Monitor distribution of staff credit cards and store memberships.
- Renew State registration and/or other business related filings.
- Keep track of unrelated business income and file forms if applicable
- Keep updated bank signers and bank Corporate Resolution.
- Work with the Financial Audit Committee of First Free as requested.
- Perform other duties as requested by the Executive Pastor of Leadership Development and Operations.

Personal Qualifications

Character and Commitment

- Demonstrates a genuine love for the Lord and other people with an authentic, transparent, Christ-centered lifestyle.
- Attends and is committed to the vision, values, and beliefs of First Free Church.
- Able to maintain confidentiality.
- Self-starter and able to prioritize work.
- Support-minded
- Good interpersonal skills to work with staff and volunteers.

Minimum Qualifications

- Proficient in GSuite, particularly Google Sheets.
- Accounting degree or equivalent experience.
- Experience in Google Data Studio is helpful.