

**OUR SAVIOR LUTHERAN CHURCH & SCHOOL
MINISTRY DESCRIPTION**

Title: Bookkeeper
Supervisor: Business Manager

Purpose: To maintain accurate accounting records for the church and school and financial operations that support the ministry in a manner that promotes excellence. To work with fellow staff to attain the goals and objectives defined by the Board of Directors.

Minimum Qualifications:

- Strong personal relationship with Jesus Christ;
- Commitment to the mission and ministry of the church;
- Familiarity with accounting software and generally accepted accounting principles;
- Meticulous attention to detail;
- Able to maintain confidentiality and high levels of trust;
- Approachable and patient;
- Must be organized, flexible and self-motivated;

Position Responsibilities:

- Process and copy all bank deposits;
- Enter and process all Accounts Payable. Print payable checks for Business Manager to review;
- Enter and process all Accounts Receivable;
- Enter and process all extended care, hot lunch and other items;
- Work with Business manager on collecting old debt;
- Maintain accounting file system;
- Enter all weekly giving count sheets;
- Provide accounting reports to Business Manager and Senior Pastor;
- Other duties as assigned.

Objectives for this Position:

- Ensure the financial accuracy of the Church and School;
- Provide accurate information to Business Manager;
- Enjoy being part of the OSL Team as we serve the Lord together.

Position Classification:

This is a part time ministry. It is classified as non-exempt for the purpose of overtime compensation. This is a non-called, employment at-will relationship. There is no contract for services or for any specified time period.

Updated 1-19-22