



Job Description Bookkeeper

Date: October 10, 2022
Title: Bookkeeper

Mission statement of Centennial Covenant Church

We exist to glorify God by following Jesus on a shared journey of transformation in His mission to our broken world.

Position Summary

The person in this position primarily manages accounts payable and receivable, provides reports as needed, oversees payroll, and follows the financial standards and policies within the churches financial system.

Key Responsibilities

- Prepare bills and write checks weekly
- Provide monthly financial reports (Profit & Loss, and Balance Sheets)
- Run payroll
- Manage payroll taxes and other fees to IRS and the state of Colorado as needed
- Participate in onboarding process with W2's, I-9's and pastoral Covenant Benefits
- Prepare US bank account to be reconciled
- Reconcile online income and credit card statements
- Be involved in the annual budget process
- Participate in the annual Finance Review process
- Review all bills for accuracy
- Record all deposits into QuickBooks after receiving reports from Financial Secretary
- Serve as administrator and update QuickBooks software as needed
- Ensure all bank transactions are recorded into QuickBooks
- Provide support to the Treasurer as needed

Expectations

- Exhibits a meaningful and growing relationship with Jesus Christ as Lord and Savior
- Can commit to the church's Covenant Affirmations, and Mission and Priority Callings of Centennial Covenant Church. See the section under "We Believe" on our church homepage.
- Can agree to employment terms and conditions as stated in the Employee Handbook, with background screening and reference checks

Position Qualifications

- 1-2 years of bookkeeping experience preferred but not required (training will be provided)
- A working knowledge in QuickBooks and Excel

Time Approx 4- 6 hours per week (one morning a week) and occasional meetings as needed
\$20-25 p/h

If interested, please complete and email an application to Sheila Robinson at srobinson@centcov.org

Note: This position may also be filled with a qualified self-employed bookkeeper.



Centennial Covenant Church

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____

Position Applied for: _____

How did you hear about this position? _____

Are you a regular attendee of a local church? YES NO If yes, give name
 and phone number _____

Type of employment desired: Full Time Part Time Temporary

If needed, are you available to work on Sundays and/or evening? _____

Education

Schools	Name/Address	Course of Study	Years Completed	Diploma/Degree
High School				
College				
Graduate/Professional				
Other				

Previous Employment (Begin with most recent or present employer)

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your current employer for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

History

Briefly describe your spiritual journey and relationship with Jesus

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What training, skills, and/or business experience do you have that may contribute to this position?

Describe any additional information you feel may be helpful to us in considering your application.

Applicant's Statement and Signature

___ I certify that answers given herein are true and complete to the best of my knowledge.

___ I authorize investigation of all information provided in this application, or otherwise in the hiring process, as may be necessary in arriving at an employment decision. I hereby generally release Centennial Covenant Church, and its employees, agents and volunteers for any injury or damage that I may suffer as a result of such an investigation.

___ I have read the Centennial Covenant Church Statement of Faith and ministry description of the position of which I am applying, and I agree to abide to work and live in agreement with their content.

___ In the event of employment, I understand that incomplete, inaccurate, false, or misleading information given in my application of interview(s), or at any other time in the hiring process, may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature: _____ Date: _____