



ELIM LUTHERAN CHURCH

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BOOKKEEPER JOB DESCRIPTION

Elim is a Lutheran congregation (ELCA) in Petaluma, California, founded in 1925. Elim has played an influential role in Petaluma, transforming our community through direct ministry and helping to incubate other nonprofits such as Petaluma Ecumenical Properties, Committee on the Shelterless (COTS), and Petaluma Bounty. Our preschool, Little Shepherd Lutheran Preschool, has been operating for over 30 years and has taught thousands of Petaluma children. Our mission reach extends beyond Petaluma to New Orleans, Mexico, and Tanzania. We are committed to serving God in this place and look forward to bringing the Good News of Jesus Christ to the people of Petaluma.

Elim is a tax-exempt California nonprofit religious corporation. As the Bookkeeper of Elim Lutheran Church, you will be responsible for accurately maintaining the financial records of the congregation, preschool and related ministries. You will report to Elim's general manager and perform your work under the supervision of Elim's elected treasurer. The position is for 16 hours per week. Elim's offices are at 504 Baker Street, Petaluma, CA and office hours are from 9 AM through 2 PM, Monday through Thursday. The bookkeeper is expected to maintain a significant office presence during office hours, but some remote work and alternate hours can be arranged. Hourly wage is negotiable based on the successful candidate's experience and skills.

Primary Function

The bookkeeper is accountable to the Treasurer for accurately recording the financial transactions of the congregation according to policies established by Elim's governing board and treasurer and for documenting appropriate approvals for all expenditures. The bookkeeper is also responsible for some other financial functions as delegated by the treasurer, such as managing the payroll system; submitting payroll taxes and other deductions, sales taxes, and other regular remittances of the congregation to the Treasurer for payment; and producing financial reports as requested by various stakeholders.

As a non-profit religious corporation, Elim employs fund-based nonprofit accounting to carry out its bookkeeping. There are significant differences between nonprofit and for-profit accounting, and candidates with experience in fund-based, nonprofit accounting are especially invited to apply. The successful candidate will receive training from Elim on the operation of Elim's accounting system, policies and procedures.

The bookkeeper will be exposed to information that is confidential to Elim or its Leadership Team and may involve delicate matters of pastoral concern. The bookkeeper must therefore be able to carry out the role with integrity and discretion and must protect confidential information with which he or she is entrusted.

Essential Responsibilities

- 1) Recording financial transactions of the congregation in Elim's accounting system according to policies and procedures established by Elim's leadership. Within the scope of this activity are all financial transactions, including receipt of funds (both contributions and earned revenue); payment of invoices, expense reimbursements, and payroll for approximately 25 employees; and recording of investments, depreciation and other financial activity of the congregation. These activities include the congregation's religious programs, preschool, endowment fund and women's organization. Annual cash flow of the organization is between \$500,000 and \$1,000,000 per year.
- 2) Following established approval procedures, ensuring that payments of Elim's financial obligations are initiated in a timely manner. These obligations include payment of invoices; reimbursement of staff and volunteer expenses; submission of payroll, sales and property taxes; and distribution of benevolences to third parties.



Evangelical Lutheran Church in America
God's work. Our hands.

The bookkeeper is responsible for initiating printing of checks from Elim's accounting system and for notifying the Treasurer when electronic payments need to be made.

- 3) Accurately recording charitable contributions made to the congregation in Elim's contribution software, ensuring that the contribution records and general ledger are in agreement, and that pledge and giving statements to donors are accurately prepared and distributed. Statements are typically prepared quarterly.
- 4) Perform periodic and ad-hoc reporting for the treasurer from Elim's accounting and contributions systems. Periodic reporting includes assisting the treasurer with the preparation of monthly and annual financial statements and other internal operational reports that may be required.

Qualifications:

The successful applicant will possess the following mandatory requirements:

- 1) Formal education in bookkeeping, professional certifications, or work experience equivalent to at least two years of on-the-job experience in commercial or nonprofit bookkeeping.
- 2) Excellent written and verbal communication skills in English.
- 3) Strong interpersonal skills and the ability to work collaboratively to solve problems.
- 4) Ability to partner with staff and ministry teams to help them achieve their objectives using means that are consistent with Elim policies and relevant law.
- 5) Membership and active participation in an established Christian denomination.
- 6) Demonstrated ability to maintain confidentiality.

The following qualification are desirable but not required:

- 1) Active membership in Elim or another congregation of the Evangelical Lutheran Church in America, or the willingness to join Elim as a voting member.
- 2) Experience with fund-based accounting within a nonprofit corporation, especially Araize FastFund accounting software.

This position has responsibility for financial matters and handles confidential information. Elim requests each applicant to provide at least two references whom Elim may contact and who can speak to the applicant's qualifications and/or character. At least one reference must have knowledge of the applicant's qualifications for this role. References who are relatives of the applicant will not be considered in our evaluation. In addition, the successful candidate must consent to and pass a background check in order to complete the employment process and begin work.

Elim Lutheran Church is an equal opportunity employer. We do not discriminate on the basis of race, color, gender, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics and any other criterion prohibited by law.

