

Financial Secretary/Bookkeeper (Part-time)

ORGANIZATION: The Overbrook Presbyterian Church is a vibrant, growing congregation of about 400 members. It has been located since 1889 at the corner of City and Lancaster Avenues in the historic Philadelphia neighborhood of Overbrook Farms. It attracts members from throughout the Philadelphia metro area, from city and suburb alike. We are a multicultural church that values our tremendous diversity, and warmly embraces all people as full members of God's family. Overbrook is affiliated with the Presbyterian Church (USA), though we have a thoroughly ecumenical spirit. Our members come from a wide variety of denominational backgrounds to form a community centered in Jesus Christ.

POSITION SUMMARY: This is a part-time position (up to 20 hours a week) that will be responsible for the financial bookkeeping for all of the funds of the church, including operating, rental and capital. The employee in this position should possess strong communication and administrative skills and the ability to work independently without day-to-day supervision. The person in this position reports directly to the Church Treasurer and Pastors and works collaboratively with Finance Committee members.

DUTIES AND RESPONSIBILITIES:

- With direction from the Finance Committee, the Financial Secretary/Bookkeeper (FS/B) balances and reconciles all accounts with bank statements on a monthly basis.
- Makes and records weekly bank deposits.
- Responsible for all accounts receivables and payables.
- Processes all check requests and reimbursements.
- Tracks and reconciles petty cash accounts.
- Maintains financial files and keeps files current.
- Oversees the weekly counting of church offering
- Responsible for timely preparation of all monthly general ledger account reconciliations (including cash, A/P, A/R, credit card billings etc.)
- Generates financial reports for the various church committees, Session, donors, church members, etc.
- Prepares and mails individual donor contribution letters on a quarterly basis.
- Keeps and gathers financial information for the annual audit.
- Enters new budget annually.
- Produces and reports annual tax reports as needed.
- Tracks and reports cash flow
- Works with payroll service for processing payroll bi-monthly.
- Compiles routine financial statements from financial records
- Required to attend monthly finance committee meeting
- Performs related work as required
- Manages church credit cards (gets new cards, cancels when someone leaves, distributes replacement cards and records monthly credit card statements.
- Updates endowment assets from investment reports.
- Enters all donor information, including weekly contributions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Logos or similar accounting/database systems place (like Quickbooks, Church Windows, etc)
- Microsoft Office applications (Word, Intermediate Excel, PowerPoint and Outlook) and database operations and mail merges.
- Basic clerical practices.
- Basic bookkeeping principles and practices.
- Standard accounting and/or bookkeeping procedures, (journal entries and general ledger)

ABILITIES/CORE COMPETENCIES:

- Complies with OPC's mission and with its organizational policies and standards, including adherence to the highest ethical standards.
- Learns the Logos financial software system or any accounting software in place (like Quickbooks, Church Windows, etc)
- Performs mathematical computations quickly and accurately.
- Works in a confidential work environment with sensitive information.
- Possesses excellent attention to detail.
- Provides professional references and information for a criminal background check.
- Initiative: Identifies and anticipates what needs to be done, and takes the steps to accomplish the required tasks without waiting for prompting or reminding; recognizes that there are better ways to do things, and works to improve quality, end products and processes.
- Enthusiasm and compassion: Exhibits an upbeat attitude and a willingness to not only complete the task at hand, but to ensure that it is done well, correctly, and as the requester or the recipient wants it; genuinely cares about people, is concerned about their work and non-work problems; is available and eager to offer help; and is sympathetic to the plights of others.
- Multi-Tasking: Demonstrates the ability to efficiently manage multiple tasks and responsibilities at any one time; and establishes logical priorities so that everything gets done well and on time.
- Flexibility: Recognizes that to do the entire job well, there will be situations that call for totally different actions and responses than planned; changes course if necessary; does things that are different because they are needed to get the job done or there is no-one else to do them.
- Delegation: Clearly and comfortably delegates tasks to volunteers and other office personnel; broadly shares both responsibility and accountability.
- Interpersonal Skills: Demonstrates the skills of active listening; openly accepts criticism and constructive suggestions; proactively resolves interpersonal conflicts; and engages people positively with a demeanor of optimism.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE- (The following statement represents the minimum training and experience standards which will be used to admit or reject applicants.)

- Education equivalent to the completion of the high school.
- Two years of clerical experience.
- Two years as a Bookkeeper.

PHYSICAL REQUIREMENTS: Ability to lift up to 25 lbs.

COMPENSATION AND BENEFITS: The hourly rate of pay is negotiable. This position has no health benefits. Vacation benefits per PTO policy

TO APPLY: Please e-mail a cover letter, resume and salary history as attachments to bruce@overbrookpresb.org

Please do not apply if you do not meet the qualifications. No phone calls or drop-ins regarding this position please. Unfortunately, we are unable to respond to all applicants

Deadline for applications: August 24, 2017.