

## **Parish Financial/Bookkeeping Responsibilities**

Maintain payroll adjustment sheets for each personal file per employee.

Counting contributions, pledges, and non-pledges from Sunday Services and from the mail, and posting them into ACS. Posting ACH, PayPal, Square contributions into ACS. Then taking all deposits to the bank.

Post monthly journal entries for the church, Rafters, and Flyin Lions. Manage Fund Transfer forms for weekly deposits as well as monthly entries for stock wire transfers.

Calculate time sheets for staff, such as church staff, nursery workers, preschool teachers, Rafters, Flyin Lions. For both hourly and salaried employees. Submit payroll report for all staff.

Process new employee forms and send to Paychex to be set-up.

Stewardship Season: Enter pledge cards into ACS system for each person weekly in October. Keep a record of who has pledged. Update the Stewardship chair, treasurer, Rector, Program and Resource Manager on weekly pledge amount and the total received for the next year pledges.

Track and collect monthly money from outside groups using the facilities and groups using the facility on a rental basis, such as birthdays and reunions. (For Founders Hall)

Maintain and keep record of money collected for events such as Angel Tree, Ranson Middle School Backpack Food Donations, RMS Summer Camps, round tables, etc. for committee chairs.

Prepare and mail quarterly and end of year statements to all contributors.

Handle all posting of monthly income and journal entries in ACS for La Escuelita.

Bank reconciliation of all nine checking accounts (General Fund, Pershing Gifts & Capital, McCoy Cemetery, Master Plan Checking, Master Plan Money Market, Rector Discretionary, Deacon Discretionary & La Escuelita, Blue Harbor) on ACS. Once reconciled check to make sure account balance matches the Balance Sheet.

Code all Accounts Payable invoices, check bills for errors. Make sure all charges have correct back-up paperwork so that the annual audit runs smooth.

Issues all Accounts Payable checks, prepare 1099s. Prepare reports and gather items for Annual Audit.

Handle Flyin Lions aspects such as catering jobs, daily café, Huntersville Market.

Handle Rafters aspects such as rentals, weddings, catering.

Key in sales tax for purchases for food for Flyin Lions.