



JOURNEY
EST. OF FAITH 1911

JOB DESCRIPTION

Bookkeeper Payroll AP Specialist

Reports to: Finance Director
Job Type: Full Time
Membership: Member or regular attender upon hire

POSITION SUMMARY

The Bookkeeper Payroll AP Specialist's primary responsibility is processing payroll bi-monthly, fielding health benefits questions, and processing Accounts Payable for the church. This position ensures payroll is completed on time and accurately every month for the church and school staff. In addition to payroll and benefits, this specialist is responsible for accounts payable and processing incoming donations on both campus locations. The position is also responsible for the daily financial operations including accounts payable, accounts receivable, establishing accounts, posting transactions, and reconciling accounts to ensure accuracy. This position posts financial transactions to accounting software journals and creates financial reports. This position is part of the Finance Team that manages the church and school budgets.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Bank Reconciliations
- Accounts Payable
- Accounts Receivable
- Donor Documentation
- Financial Church Management Software/Database
- Member of the Operation Team
- Payroll Processing
- Processing all donations
- Accounts Payable
- Accounts Receivable
- Health Benefit Administrator
- Member of the Operation Team

EXAMPLES OF DUTIES

- Completes bank and investment accounts reconciliation
- Record deposits in accounting software
- Field questions from congregation regarding statements, giving, etc.
- Distribution of quarterly contribution statements
- Process Preschool payments



JOURNEY

EST. OF FAITH 1911

- Internal Controller – ensuring compliance is in effect and accurate
- Manages electronic reimbursement and payables system for staff and volunteers
- Respond to various information requests from governmental agencies, leadership, and staff
- Additional duties as assigned
- Time tracking including time off and record keeping for all employees
- Contact employee via email or phone to obtain timesheet approvals and corrections
- Onboarding data entry for newly hired employees
- Train employees regarding the use of payroll system
- Processing payroll and payroll tax reporting.
- Process W-4 and I-9 forms along with garnishments, setup of direct deposit information, etc
- Process employee verification of employment requests
- Process terminations and medical leaves, etc
- Bi-weekly processing of vender checks
- Scan and associate weekly donation checks
- Run routine reports
- Perform clerical duties such as filing, scanning, faxing and photocopying
- Mail processing
- Process 403(b) payments
- Additional duties as assigned

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES)

- High school diploma
- 2-3 years payroll expertise
- Must have a strong and growing relationship with Jesus Christ and it should be evident in both the personal and professional life
- Journey of Faith expects its employees to be regular attendees of the Church and to comply with its religious beliefs
- Must be able to uphold and support vision, core values, staff values and faith statements
- Must maintain absolute confidentiality and integrity
- Experience with non-profit payroll preferred, but not required
- Experience with Quickbooks preferred, but not required
- Demonstrates ability to build rapport and develop strong relationships
- Ability to effectively apply analytical and problem-solving skills
- Track record of reliability, dependability and conscientious work habits
- Passion for finances
- Computer literate with the ability to pick up new programs and applications quickly
- Ability to present to audiences in an effective manner
- Experience with fund accounting
- Analytical with an aptitude for numbers
- Ability to work independently with little supervision
- Ability to organize and prioritize effectively



JOURNEY

EST. OF FAITH 1911

- Ability to adapt and work efficiently in a rapidly changing dynamic environment with deadline pressures
- Attention to detail is a must (non-negotiable)
- Fast learner and confident in a fast-paced environment
- 10 key by touch
- Gifted communicator
- Back up for Bookkeeper

ABOUT JOURNEY OF FAITH

Our Journey began in 1911 with a small group of 30 families wanting to share the love of God in the beach cities of the South Bay. With practical Bible teaching and a heart for service to the community, the congregation grew out of their first two locations in Hermosa Beach. In 1957, the leaders of the church purchased the Manhattan Beach property, and called it, "four acres of faith." After many years of growth and with the vision of raising up the next generation of Jesus followers, Journey proudly opened the doors to their second campus earlier this year in the neighboring city of Torrance.

We are humbled and honored to have 107 years of history in the South Bay, serving over 3,000 people each Sunday. Journey is a church on a mission, following God's call for us, and where he wants to lead us next. We are looking for team members who want to be part of this mission.

Journey of Faith's mission statement: *To bring glory to God by loving God, loving people and making disciples.*

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum