

**Edgewood Presbyterian Church, Homewood, Alabama**  
**Job Description**

*We joyfully proclaim the gospel of God's love. As a diverse and inclusive community of believers, we celebrate our unity in Christ. We believe we are called to compassionate service in our congregation, in our community, and in the world. We invite all who want to explore the great mystery of faith and paths of discipleship to join us.*

-Edgewood Presbyterian Church Mission Statement

Edgewood is a member congregation of More Light Presbyterians, which works for the full participation of lesbian, gay, bisexual, transgender and queer (LGBTQ) people in the life, ministry and witness of the Presbyterian Church (USA) and in society.

**Church Bookkeeper (Part-time)**

**Responsibilities:**

- Payroll - staff payroll and taxes for 5-6 employees
- Payments - Bills, mission partnerships/Presbytery payments, payments from General and Designated Funds
- Recording of receipts - giving at the church, online giving, tracking pledges and non-pledges, rental payments, other gifts
- Reports - monthly budget reporting for the Finance Committee (including General Fund, Designated Funds, Balance Sheet)
- Deposits - biweekly depositing of Sunday collections to Regions Bank
- Communication - work with Finance Committee, Office Manager, and Pastor to ensure that we're all on the same page
- On site - visit the church biweekly to pick up the deposits, bills, and other communications and drop off files and reports
- The Bookkeeper will be accountable to the Session of Edgewood Presbyterian Church, primarily interfacing with the Finance Committee, the Pastor, and the Office Manager. The Pastor and Finance Committee Elders

**Qualifications:**

- Experience with the required responsibilities, with church budget experience preferred.
- Professionalism, attention to detail, flexibility, and efficiency.