

THE PRESBYTERY OF LONG ISLAND
POSITION DESCRIPTION

[7/2000]

- I. **Title:** Bookkeeper/Assistant Treasurer
- II. **Purpose:** The Bookkeeper/Assistant Treasurer shall provide bookkeeping services, act on behalf of the treasurer when necessary, and enable budget development for the Presbytery
- III. **Accountability:** The Bookkeeper/Assistant Treasurer is accountable to the Treasurer for financial responsibilities and to the Executive Presbyter as a member of the Presbytery staff.
- IV. **Supervision:** The Bookkeeper/Assistant Treasurer is supervised by the Treasurer in fiscal matters and, as a member of the staff, by the Executive Presbyter.
- V. **Responsibilities:** The Bookkeeper/Assistant Treasurer shall
 1. carry out the functions of Bookkeeper/Assistant Treasurer
 - a. create and maintain the accounting files and establishing the account structure using computer software.
 - b. Create and research statistical data on congregations and the Presbytery.
 - c. Record original entries through to ledger posting
 - d. Maintain checkbook, both deposits and disbursements
 - e. Handle receipts and disbursements for Presbytery unit projects and special events
 - f. Operate the payroll system, make pension and annuity payments, make withholding deposits as required, file federal and state reports, provide annual forms, and maintain payroll, tax and insurance records.
 - g. Monitor the loan and repayment schedules, report current status to appropriate units, make Presbytery mortgage and loan payments, maintain records of loans receivable and loans payable.
 - h. Maintain per capita collection and records
 - i. Service budget requests for Presbytery units and projects and prepare appropriate materials for budgeting purposes
 - j. Execute other bookkeeping/accounting tasks or fiscal administrative duties as assigned by the Treasurer or executive Presbyter
 - k. Prepare appropriate materials for and be available to the auditors at the annual audit of Presbytery
 2. Serve as administrator for the Presbytery mission funding receiving center.
 3. Serve as staff liaison with the Board of Pensions.
 4. Share information with and provide training for church treasurers who have interest in bookkeeping, record keeping, computerizing, sharing information, etc.
 5. Cooperate with the Administrative Associate and other staff in executing office operations.
 6. Cooperate with the staff in preparation for and the staffing of Presbytery meetings.
- VI. **Performance review:** There shall be an annual performance review and evaluation of the work of the Bookkeeper/Assistant Treasurer, conducted by the Treasurer, the Executive Presbyter, and the Personnel Committee.
- VII. **Terms of employment and compensation:** The position of Bookkeeper/Assistant Treasurer is a part time position, presently at two and a half days per week on a schedule agreed upon by the Treasurer and Executive Presbyter. The position is classified as non-exempt. The Personnel Committee will recommend salary and benefits to the Presbytery Council on an annual basis.