

Position Description

Position Title: Bookkeeper/Accountant

Department: Administration

Job Purpose: To maintain the financial records of LaSalle Street Church (LSC), The LaSalle Foundation (TLF) and Cornerstone Children's Learning Center (CCLC)

Reports to: Director of Operations

Organizational Relationships

Responsible to: Senior pastor, executive pastor, elder board, property & finance committee of LSC
TLF board of directors
CCLC board of directors

Job Classification: Category II-Full Time Support Staff, non-exempt

Primary Job Functions & Responsibilities:

- Handle cash, checks and credit card payments to organizations
- Make bank deposits, track bank transactions and reconcile bank accounts
- Monitor bank account balances and initiate transfers and payments as needed
- Track accounts receivable - create invoices, receive and record payments, track payments, follow up with receivables and report to supervisor
- Track accounts payable – record invoices, code accounts payable, write checks, assist staff in coding and reconciling invoices
- Prepare credit applications
- Create financial statements and reports for committees, boards and staff including monthly budget reports for staff review and dashboard report for elder board
- Attend board meetings as requested to report and answer inquiries
- Prepare budgets
- Prepare payroll – review timesheets, prepare paychecks and direct deposits, prepare reports and filings
- Attend weekly staff meetings for LSC
- Be actively involved in the life of LSC
- Track paid time off (PTO) for employees of LSC and TLF
- Assist in preparation of IRS filings – make periodic payments, prepare statements and information for completing 990's
- Assist audit and review processes – gather information as needed and work with audit personnel
- Track status of tenant leases and insurance certificates for TLF's Cornerstone Center building
- Schedule rooms for tenants, staff, congregants and outside parties using facility scheduling software system (ACS Facility Scheduler)
- Maintain accounting and member database (ACS) – provide database support and development to staff and congregants
- Maintain and provide support for online donation system
- Respond to staff, congregant, tenant, and vendor inquiries
- Other duties as assigned

Qualifications (Education, Knowledge, Experience, Skills):

1. Active and growing relationship with Jesus Christ
2. Associate degree in bookkeeping/accounting
3. Proficiency with accounting database and office software (MS Word and Excel)
4. Thorough knowledge of accounting principles for nonprofit organizations
5. Experience in accounts receivable, accounts payable, payroll

Working conditions (Work Environment, Physical Demands):

1. Must be able to type, file, operate a personal computer, visit tenant offices
2. Work at a desk for up to 8 hours a day during typical business hours

Send Cover Letter & Resume to: SWilliams@LaSalleStreetChurch.org