

JOB TITLE:	BOOKKEEPER
MINISTRY AREA:	Business
EMPLOYEE NAME:	TBD
REVISED DATE:	7/17/2026
CLASSIFICATION:	20 hrs/week – Part Time – Non-Exempt
ACCOUNTABLE TO:	Operations Executive

OUR MISSION

The mission of Pine Hills Church (PHC) can be expressed in three words: **BRING** (1 Tim 2:4), **BUILD** (Luke 10:27), and **SEND** (Matthew 28:19). We aim to bring people to Jesus, build people to live like Jesus, and send people out to multiply like Jesus. Our values are **Bible-driven**, **Jesus-centered**, and **Spirit-led**. Our mission and values are the lenses through which we view and evaluate our ministries.

VISION & PURPOSE OF ROLE

The Bookkeeper plays a crucial role in supporting PHC's financial operations. This role involves processing deposits and donations, managing bill pay and credit card reconciliation, maintaining accurate financial records, and supporting general office needs. This role requires strong organizational skills, attention to detail, and a proactive approach to keeping financial processes running smoothly.

EXPECTATIONS

- A consistent and intimate relationship with God the Father, Jesus the Son, and the Holy Spirit.
- Align with PHC's Bylaws, Statement of Faith, and Employee Handbook.
- Align with PHC's values, mission, and vision.
- Become a member of Pine Hills Church.
- Implement and execute PHC's mission and vision within your area of ministry and work collaboratively with other PHC Staff and ministries to achieve that.
- Maintain/cultivate healthy relationships with your family and people within your community.
- Actively participate in meetings.
- Personally live out the mission of bring, build, send.
- Serve and support as needed in other ministry areas and activities.
- Continue learning, growing, and adapting to ministry needs and expectations.

QUALIFICATIONS

- Positive qualities: self-driven, humble, teachable, team player.
- High level of organization and attention to details.
- Communicate professionally with staff, church members, and external contacts to promote and maintain a high-trust team environment.
- Basic accounting knowledge and strong attention to numerical detail.
- Familiarity with QuickBooks Online preferred.
- Able to maintain strict confidentiality.
- Healthy work-life balance.

RESPONSIBILITIES

- **Deposits & Reconciliation**
 - Process checks, cash, ACH transactions, and credit card deposits; make bank deposits; and reconcile bank deposit records.
 - Reconcile event payments across Vanco, MinistryPlatform, and QuickBooks Online, and donations across Pushpay, MinistryPlatform, and QuickBooks Online.



- Reconcile retail and café financial records, and scan and shred deposit-related documents per record-keeping guidelines.
- **Donor Support**
 - Answer donor questions, respond to inquiries, and prepare and send donor statements.
 - Communicate with donors as needed, including handwritten notes through Handwrytten.
- **Bill Pay**
 - Check and sort incoming mail, write and process checks, and enter bills into QuickBooks Online.
 - Process event refunds and staff reimbursements, and scan and shred bill pay documents.
- **Credit Cards (Concur)**
 - Issue new credit cards, set spending limits, and communicate credit card procedures and updates to staff.
 - Approve credit card entries, check receipts for accuracy, and download monthly statements.
 - Maintain credit card holders, and link Concur to the credit card company.
- **Banking & Financial Reporting**
 - Monitor Chase account security, and organize and maintain financial files.
 - Prepare monthly financial reports, including the director variance report.
 - Update the historical statical documents.
 - Follow-up on outstanding checks.
 - Collect and file W-9 forms from vendors and contractors.
- **Office Support**
 - Respond to general info emails and process incident and injury reports.
 - Answer and route office phone calls.

PHYSICAL REQUIREMENTS

- **Sitting and Computer Use:** Regularly required to sit for extended periods, utilizing hands for computer operation, including keyboards and office equipment.
- **Physical Mobility:** Occasional standing, walking, reaching, and bending for various office tasks. Ability to stand or walk for extended periods, especially during events, services, or when overseeing activities within the church grounds.
- **Lifting and Carrying:** May involve occasional lifting and carrying of items weighing up to 10 pounds.
- **Communication:** Clear verbal communication skills to interact with congregation members, volunteers, staff, and visitors.
- **Vision and Hearing:** Adequate vision and hearing abilities needed for reading documents, viewing screens, and communicating effectively.
- **Driving Proficiency (if applicable):** Possession of a valid driver's license and proficiency in driving might be necessary for church-related operations or events.

Accommodations: Pine Hills Church is committed to providing reasonable accommodations to qualified individuals with disabilities and ensuring equal access to employment opportunities. If you require an accommodation to perform the essential functions of this position, please inform us of your needs during the application process or to discuss possible accommodations.

JOB DESCRIPTION ACKNOWLEDGEMENT

I have reviewed this job description, and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of PHC without it being specifically included in the job description. If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Executive staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee's Signature

Date

Employee's Name (please print)