

Bookkeeper/Accountant

Ministry Description
(Support Staff – nonexempt)

Philosophy of Ministry: As a staff we will follow Philippians 2:1-8 as a model of Christ-honoring servant leadership. The Creek's mission (317) is to Love God, Love People, and Make Disciples by connecting people to Jesus through our seven priorities of Worship, Gospel, Kingdom, Scripture, Identity, Community, and Generosity.

Accountable to: Executive Pastor, Operations

Vision Statement: Maintain accounting standards and ethical standards of moving and tracking finances between ministry accounts.

Top Priorities:

1. Accurate Financial Reporting
2. Payroll & Taxes
3. Accounts Payable

Duties:

- Complete bookkeeping tasks for Payroll
- Maintain General Ledger, Ministry reports, Treasurer's reports, and reconcile bank account
- Send 403b retirement funds
- Reconcile 5/3 MasterCard
- Enter budgets and payroll packages
- Reconcile year end reports
- Distribute yearly contribution statements and complete Federal tax reports – W-2, W-3, 941, 1099.
- Collaborate with ministries
- Attend weekly nine@9 meetings and monthly staff gatherings
- Participate in staff discipleship groups
- Uphold staff operational values – Prayer, Purity, Humility, Honor, Creativity, Excellence, Family, and Fun
- Available for Christmas Eve and Easter services
- Encouraged to participate in Rooted and a Life Group
- Other duties as assigned