



KALIHI UNION CHURCH

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## **Bookkeeper/ Payroll Clerk Kalihi Union Church**

**Position Title:** Bookkeeper/Payroll Clerk

**Reports To:** Senior Pastor

**Position Status:** Salaried full-time position, FLSA non-exempt

**Membership Status:** This position may require membership at Kalihi Union Church.

### **Purpose/Objective:**

The purpose and intent of this full-time position is to serve God's purpose and plan by stewarding and maintaining our financial, and personnel pay & benefits related services through godly principles and integrity.

### **Position Summary:**

This position supports the mission of KUC by providing bookkeeping and personnel pay & benefits related services for KUC and its ministries.

### **Duties and Responsibilities:**

#### Bookkeeping

- Provides accounting and full-charge bookkeeping support for various Fund Accounts which include:
  - General Operating Fund, Building Fund, Endowment Fund, Benevolence Fund, Preschool & Summer Fun Ledgers.
- Maintains the Journals and General Ledger of the Church.
- Reconciles, receipts, and banks all monies received by the Church.
- Verifies disbursements and produces checks for all expenditures.
- Reconciles all banking accounts and investment portfolios.
- Prepares monthly and annual financial reports for the Council of Elders & staff.
- Assist with Budget drafts as projected by the Senior Pastor & Moderator for the upcoming Annual Budget/ Election Congregational Vote.
- Prepares 1099 Statements & Government Filings.

#### Donor Database

- Inputs donation information into contributor database.
- Helps to maintain the Church Database with donor information through contributions.
- Prepares Year-End Contribution Statements.
- Orders new Contribution Envelope Packets for the following year.



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## Payroll

- Assist HR Committee with the Hiring Process of new employees: Initial Documents required: Resume, Request to Hire, Terms of Employment Offer, Job Description. New Employee Hiring Forms with Pro Service includes Health Insurance Application, Retirement Employee Deduction. 4038 Employee Application Forms (FCMM).
- Processes and maintains Personnel, Payroll Records and Health Benefits.
- Submits bi-weekly timesheet information to Pro Service for Payroll Process.
- Prepares yearly Salary Package Updates.
- Assist with Yearly Housing Allowance for Clergy.
- Provides back-end support with hiring packages.
- Oversees the paperwork for new hires and employment changes with Pro Service.
- Process enrollments, changes & cancellation for AFLAC Cafeteria Plan, 403B FCMM Retirement Annuity, Health Insurances, and Dental Insurance.
- Reconciles Employees Vacation, Sick Leave, Leave of Absence, Holidays.
- Provides a yearly calendar coordinating all employees' vacations or leave of absence.
- Prepares Employees W2 statements.

## **Qualifications and Skills:**

Minimum Qualifications - An equivalent combination of education and experience may substitute for the requirements.

- Two years of relevant education and experience in bookkeeping.
- Proficiency using various computer programs such as:
  - MS Office Suite such as Outlook, Word and Excel
  - QuickBooks – 4038 Plan
- Ability to operate with a wide latitude of independent judgement and initiative working with a team of regular and volunteer office personnel.
- Good oral and written communication skills.
- Clearance of criminal background check.

## Preferred Qualifications

- Proficiency using financially related computer programs:
  - Online payment processing such as PayPal, SubSplash, HIMAMA
  - Online banking
  - Church contribution tracking in Planning Center Giving
- Is member of, or willing to become a member of, Kalihi Union Church within 6 months from employment.
- Takes initiative, is creative, has organizational and strong leadership skills.
- Experience working in cross-cultural communities preferred.



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**Other Duties:**

- After scheduled work hours, attends and participates in meetings, conferences, workshops and church events and assists in the coordination and setup.

**General expectations for all KUC employees:**

- Love Jesus and have a personal relationship with Him.
- Grow in your spiritual walk with God daily.
- Servant attitude towards God, leaders, volunteers, team members, and visitors.
- A desire and ability to work as a team and cooperate with others to meet stated goals.
- Be punctual and attend all required events and activities.
- Follow directions and leadership of supervisor and Senior Pastor.
- Communicate openly/ honestly with supervisor and staff about needs, problems, ideas for improvement.
- Solve and resolve problems in a resourceful, Christ-like, biblically based manner.
- Agree to abide by theological and doctrinal tenets of the church as described in the By-Laws.
- Abide by all personnel policies of Kalihi Union Church.
- Participate in weekly church staff meetings and submit a weekly report.

**Physical Requirement:**

- Frequently sits, perform desk-based computer tasks and grasp light or fine manipulation, talk or hear.
- Occasionally stand and/or walk, write by hand, and lift and/or carry, push and/or pull objects that weigh up to 10 pounds.
- Rarely twist, bend, stoop, squat, kneel, crawl, climb, reach or work above shoulder, or grasp forcefully.

**Working Conditions:**

- Work is conducted in an office/school environment.
- Work is typically conducted Monday through Friday at normal business hours, but evening and weekend hours are sometimes necessary.