



## REDEEMER PRESBYTERIAN CHURCH POSITION DESCRIPTION

**Position:** Bookkeeper

**FLSA Status:** **Band:**

**Department:** Redeemer Counseling Services

**Reports to:** Missy Terrell

**Edited by:** Missy Terrell **Date:** June 2018

**Hours worked:** 20-25 hours/week

**Office Location:** Redeemer Presbyterian Church Offices  
1166 Avenue of the America, New York, NY 10036

### Job Description

- Reports and management of scholarship account, Promise of Hope
- Reconciling cash, checks and counselor weekly reports, and managing counselor payroll reports
- Assisting counselors as needed with weekly reports, data management of charges and payments in the Penelope software, and record keeping questions
- Tracking sick day hours accumulated for counselors
- Completing transfers for various invoices
- Billing partnering churches
- Billing clients for Renewal Group
- Completing Expense Wire reports for director
- Billing Clients for outstanding balances
- Collections: following up on returned checks with clients
- Data entry of payments received through mail (checks, church payments, debit card payments, scholarship payments)
- Data entry of Church authorizations
- Assistance with Career Direction services, as needed

### Qualification

Be dependable, self-motivated and a self-starter. Must be able to operate under limited supervision.

### Skills & Experiences

- Excellent bookkeeping skills
- Attention to detail
- Customer service skills
- Data Management skills
- Strong interpersonal skills
- Word processing, Excel
- Phone etiquette
- Ability to handle multiple tasks.