

Bookkeeper / Finance Administrator

Edgewater Church | Port Charlotte, Florida

Reports To	Executive Administrator
Status	Part-Time, 25 hours/week; expandable to approximately 30 hours as responsibilities warrant
Classification	Hourly / Non-Exempt
Primary Focus	Accurate, timely, confidential administration of the church's day-to-day financial processes and records.

Position Summary

The Bookkeeper / Finance Administrator provides dependable day-to-day financial administration for Edgewater Church. This role combines accounts payable and accounts receivable/contribution processes, maintains accurate records, coordinates payroll and routine financial workflows, and serves as the primary staff liaison for the church's off-site accountant and appropriate financial leadership. The position supports—not replaces—the church's accountant, Treasurer, or financial oversight structures.

Core Responsibilities

Accounts Payable & Purchasing

- Receive, review, code, and enter invoices and reimbursement requests; maintain an accurate ledger of bills due.
- Prepare and process payments according to approved church procedures and internal controls.
- Maintain vendor records, W-9s, payment documentation, and recurring-payment schedules.
- Research routine billing questions and communicate with vendors and staff regarding invoices, reimbursements, and payment status.

Accounts Receivable, Contributions & Deposits

- Record deposits, receipts, designated funds, and other income accurately and promptly.
- Coordinate contribution records and giving documentation, including periodic or annual donor statements as assigned.
- Maintain appropriate separation of duties and documentation for cash handling, counting, deposits, and financial entries.
- Research and resolve routine discrepancies while protecting donor confidentiality.

Payroll & Financial Records

- Prepare and submit biweekly payroll information and coordinate payroll-related taxes, deductions, benefits, and changes with the appropriate provider/accountant.
- Maintain organized financial records and supporting documentation in accordance with church policy and applicable retention practices.
- Complete routine reconciliations and help identify and correct discrepancies.
- Maintain current chart-of-accounts, vendor, employee, and financial-system information as assigned.

Reporting & Financial Support

- Work closely with the Lead Pastor, Treasurer, appropriate finance leaders, and off-site accountant.
- Provide accurate information and documentation needed for monthly financial reports, year-end work, audits/reviews, budgeting, and other financial processes.
- Assist staff and ministry leaders with routine budget questions, account coding, reimbursements, purchase procedures, and financial forms.
- Help monitor ministry spending against approved budgets and flag unusual or unresolved items for the appropriate leader.

Expanded Responsibilities (when scheduled nearer 30 hours)

When the position is staffed above the core 25-hour level, use additional time to strengthen financial administration and office systems rather than simply increasing transaction processing.

- Coordinate purchasing procedures, vendor relationships, tax-exempt documentation, recurring contracts, and routine account administration.
- Maintain and improve written finance procedures, forms, workflows, calendars, and internal-control documentation.
- Support annual budget preparation by gathering ministry requests, organizing historical information, and preparing working documents for leadership.
- Provide additional administrative support connected to stewardship, insurance/financial records, finance meetings, or other assigned operational projects.
- Cross-train designated staff or volunteers in essential finance procedures to strengthen continuity and accountability.

Qualifications & Characteristics

- A committed disciple of Jesus Christ who supports Edgewater Church's mission, values, and ministry.
- Demonstrated integrity, discretion, and ability to maintain strict confidentiality.
- Bookkeeping or comparable financial-administration experience; church or nonprofit experience is helpful.
- Working knowledge of accounts payable, accounts receivable, payroll processes, reconciliations, and basic accounting practices.
- Comfort with bookkeeping/accounting software, spreadsheets, online banking/payment systems, and standard office technology.
- Highly organized, accurate, dependable, and able to manage recurring deadlines with limited supervision.
- Collaborative and service-oriented when working with staff, ministry leaders, volunteers, vendors, donors, and outside financial professionals.

Working Relationships & Accountability

Reports directly to the Lead Pastor and works collaboratively with church staff, the Treasurer and other authorized financial leaders, and the church's off-site accountant. The employee follows established approval processes and internal controls and does not independently authorize expenditures outside delegated authority.

Evaluation

Performance will be reviewed annually, with attention to accuracy, timeliness, confidentiality, collaboration, stewardship, adherence to financial controls, and alignment with Edgewater Church's mission and values.