

THE VILLAGE CHURCH OF BARRINGTON

Bookkeeper Revised 4/16/2026

Job Description

A. Philosophy and Essentials of Ministry

At the Village Church of Barrington, we strongly believe that managing the gifts and donations of those who participate in the obedient act of giving to the Lord's work be held to the highest standards. This includes all monies that run through the church books, including participation fees for activities. By creating an environment of transparency, ". . . we aim at what is honorable, not only in the Lord's sight, but also in the sight of man." 2 Corinthians 8:21. For this reason, the Village Church of Barrington Bookkeeper must possess a character of honesty and integrity and be willing to abide by Colossians 3:23 in that, "Whatever you do, work heartily, as for the Lord, and not for men."

B. General Responsibilities

Responsible for maintaining accounts payable, accounts receivable, fixed assets, general ledger, bank reconciliations, contributions, all other deposits, preparing weekly, monthly, and quarterly reports for the Board, participating in annual outside financial review, and assisting in budget preparation.

C. Staff Relationships

The bookkeeper must be flexible, honest, possess integrity, and be able to work within deadlines, so that the books accurately portray the finances of the church. Since VCB places high value on a collaborative workplace, this individual must work well within the current team environment. This position is accountable to the Associate Senior Pastor.

D. Responsibilities

1. (30%) Process all weekly activity receipts, contributions, e-giving, and generate weekly financial reports
2. (15%) Accounts Payable – Review check requests for accuracy, prepare checks for signatures from weekly invoices.
3. (10%) Accounts Receivable – Set up and maintain HEART and CCA schools
4. (15%) Bank Reconciliations – Balance church books monthly and generate corresponding Board and Treasurer reports.
5. (5%) Prepare reports and assist in budget preparation.
6. (15%) Provide answers and documentation concerning financial matters for authorized staff and committee personnel
7. (5%) Prepare quarterly reports for committees
8. (5%) Prepare for and participate in annual outside financial review

E. Qualifications

1. Clear, articulate faith in Jesus Christ.
2. Knowledge of and Agreement with VCB statement of faith. Knowledge of and adherence to Church policies and procedures.
3. Attention to detail. Demonstrated Bookkeeping skills. Knowledge of standard financial reports and their preparation.
4. Experience working with external auditors, fund accounting, and church accounting systems preferred.
5. Proficient in Excel and Word. Proficient in mathematics and knowledge of accounting practices.
6. Minimum education- High School graduate with experience in bookkeeping/office environment.
7. Ability to work unsupervised.
8. Ability and commitment to protecting confidential information.

F. Additional Considerations

1. A work week of approximately 22 to 28 hours shall be anticipated for this position, with occasional fluctuations due to special circumstances (i.e. annual financial review).