

BOOKKEEPER **JOB DESCRIPTION**

NATURE AND SCOPE OF JOB

Status: Part time 5-10 Hours Per Week – (Monday – Friday) Flexible Schedule

Hourly: \$18.00 - \$20.00

Reports to: Business Manager

SUMMARY

The Bookkeeper supports the financial health and integrity of First Lutheran Church by supporting the Business Manager in the day-to-day accounting tasks with accuracy, confidentiality, and care. This role is ideal for someone who is detail-oriented, eager to learn the unique aspects of nonprofit and church accounting and motivated by a desire to serve the church and its mission.

PRINCIPAL DUTIES AND FUNCTIONS

- Record journal entries and review general ledger accounts for accuracy using the church management financial system
- Record contributions into member accounts
- Reconcile general ledger accounts to financial statements
- Process accounts payable in a timely manner
- Assist with processing payroll using the church management financial system

CHARACTER

- Understands their role is to serve the congregation, staff, members and ministry
- Must be humble, honest, patient, respectful and confidential
- Willing to protect the congregation by adhering to regulations
- Must be a team player to advance God's work through the church

DESIRED MINIMUM QUALIFICATIONS

- High School Diploma
- Understanding of accounting principles and standards
- Excellent attention to detail and organizational skills
- Ability to work independently and prioritize tasks
- Ability to analyze general ledger accounts and resolve discrepancies
- Understanding of Microsoft Office Excel, Word, Outlook and Teams

EQUIPMENT USED

- Computer, 10-key, Printer, Copier, Scanner

WORK ENVIRONMENT

- Constantly working around others
- The noise level is usually moderate

PHYSICAL DEMANDS

- Requires the use of hands and fingers, ability to handle and feel objects, and keyboard.
- Requires the ability to sit, stand, talk, hear, write and read
- Specific vision abilities include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus

MENTAL/MOTOR DEMANDS

- Frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are frequently available
- Frequently involved in social interactions which require oral communication and written communication
- Frequently works within time constraints and maintains attentiveness
- Memory, reasoning and exercising judgment are constantly used
- Mathematics, estimating, and problem solving are frequently used

The physical demands, work environmental characteristics and mental/motor demands described within this Job Description are representative of those that must be met by a volunteer to successfully perform the essential functions of this job.

NOTE: Only minimum duties are listed. Other responsibilities may be required as requested by management.

Email resume to yoshiko@flccs.net