

## Bookkeeper Job Description

<b>Job Title:</b>	Bookkeeper
<b>Department:</b>	Office Administration
<b>Direct Report:</b>	Lead Pastor
<b>Church Membership:</b>	Hold active membership in local evangelical fellowship
<b>Specific Responsibilities:</b>	Successfully execute the essential job functions of this position listed below. Work in a professional God-honoring relationship with staff, volunteers, and members of Calvary Chapel of Silverdale. Represent the values and heart of Calvary Chapel of Silverdale when communicating and interacting with the community while operating in an official manner as a representative and employee of the church. Communicate on a weekly basis with the Lead Pastor the progress and success of the essential job functions.
<b>Time Commitment:</b>	Part time: 10hr/wk at \$17/hr

### Essential Job Functions

- Proficient in QuickBooks Online, MS Excel, MS Word, and able to learn church membership database software (Breeze). Proficiency and comfortably using an Apple computer is desired.
- Recording donations and make deposits.
- Balancing and reconciling all accounts.
- Distribute giving summary, and cash flow report to the leadership team.
- Produce monthly, quarterly & annual reports. Files monthly, quarterly and yearly taxes.
- Prepare, produce, and send out annual giving statements for contributors.
- Pay bills.
- Prepare payroll.
- Pickup mail from Silverdale PO Box.
- Greet and assist visitors that come during hours of operation.
- Turn in timecard to direct report on a bi-weekly basis, notating any deviances from allowed time and why it was necessary.
- Set up new employees for W2 and direct deposits.
- Other various administrative duties.

Please send resume, personal testimonial of faith, and references (personal, professional, and pastoral) you might be able to provide to [jobs@ccsilverdsale.com](mailto:jobs@ccsilverdsale.com)