

JOB POSITION DESCRIPTION

Bookkeeper
St Paul Lutheran Church and School

General Position Overview

The Bookkeeping position shall operate under the Board of Finance and shall be under the direct supervision of the Associate Pastor. Personal qualifications must include a strong personal relationship with Jesus Christ, a commitment to the ministry and mission of the church and school, and the ability to maintain confidentiality of church and school financial information.

Required Qualifications

- Education. High school diploma or equivalent. Associates degree in accounting or bookkeeping is preferred.
- Experience. Extensive knowledge of basic bookkeeping practices and procedures to include Chart of Accounts, Accounts Receivable, Accounts Payable, and Payroll. Extensive knowledge of Quick Books *On Line* and Excel. Computer skills to include basic windows applications, Google Drive suite, and Adobe Acrobat Pro versions.
- Accuracy. Detail oriented and accurate

Desired Qualifications

- Understands how to move a project from conception to completion.
- Ability to communicate effectively verbally and written.
- Ability to work independently, demonstrating problem-solving/organizational skills.
- Ability to adjust work schedule to meet required deadlines.
- Ability to maintain a concise and organized electronic and paper filing system.

Responsibilities

- Maintain an accurate Chart of Accounts and Class structure.
- Establish/maintain procedures to efficiently and accurately reconcile all accounting activity. These procedures include, but are not limited to:
 - Create or supervise the use purchase orders and follow through to accounts payable.
 - Create or supervise creation of student accounts and follow through to accounts receivable.
- Prepare payroll and independent contractor checks.
- End of month/quarter/year activities to include, but are not limited to:
 - Bank and credit card reconciliation
 - Required reports for all recognized Boards
 - W-2, 1099, 1098, 5080, 5081, tax liability payments

This position is considered part-time at 16-20 hours per week and is not eligible for benefits. The hourly wage ranges from \$11-14 dependent on education/experience.