



Posted June 16, 2016

JOB OPENING: ON-SITE BOOKKEEPER

Compensation: Commensurate with experience
Work Schedule: Not to exceed 5 hours per week
Classification: Non-Exempt, part-time

JOB DESCRIPTION

The employee in this position is responsible for the preparation of all necessary journal and ledger entries required to fulfill the specific responsibilities listed below and preparing all forms and reports required by law, the Annual Conference, church leadership teams, and good accounting practices.

SPECIFIC WORK RESPONSIBILITIES

The bookkeeper will interact with all levels of church personnel to process, record, and file the following: Deposits, Disbursements, Payroll, and Monthly Financial Statements.

This work will include regularly updating lists of donor information, calculating and posting transactions and journal entries to the books, writing checks to pay bills, and other related bookkeeping tasks. The bookkeeper will report to the Finance Chair and Staff Parish Relations Committee.

QUALIFICATIONS:

- Understanding of basic accounting and budgeting principles
- Foundational knowledge of clerical bookkeeping practices
- Previous bookkeeping experience or training
- Ability to perform detailed work accurately, especially arithmetic computations
- Excellent judgment, discretion, and confidentiality
- Computer skills including proficiency in typing, 10-key numeric entry, word processing, email, Excel, and QuickBooks.
- Clean credit history as indicated by credit report

TO APPLY

Please attach your resume and three personal references in an email to:
treasurer@thetableumc.org

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