

Job Description  
**Bookkeeper**  
St. Andrew Lutheran Church

**Reports to:** Parish Executive

**Status:** Part-time hourly (approximately 15 hours per week)

**Job Summary**

The part-time bookkeeper will be responsible for maintaining accurate financial records for St. Andrew Lutheran Church. The position will involve data entry, bank reconciliations, and other general accounting tasks. The ideal candidate will be proficient in *QuickBooks Online* and exhibit a strong work ethic and attention to detail.

**Essential Functions:**

- Data Entry: Accurately input financial transactions into QuickBooks Online, including payments and expenses.
- Bank Reconciliation: Reconcile bank statements to QuickBooks Online, ensuring accuracy and identifying discrepancies.
- Expense Tracking: Categorize and track expenses, ensuring proper documentation and adherence to church policies.
- Payroll and Benefits: Enter payroll and oversee payment of benefits.
- Financial Reporting: Generate financial reports, such as income statements, balance sheets, and cash flow statements, as needed.
- File Maintenance: Organize and maintain financial records, both physical and digital.
- Financial Reviews: Assist with financial reviews and provide necessary documentation.
- Budgeting: Assist with budgeting and budget oversight.
- Other Duties: Perform other accounting tasks as assigned by the Parish Executive.

**Minimum Qualifications:**

- Proficiency in QuickBooks Online
- Strong computer skills, including Microsoft Office Suite (especially Excel); experience creating charts and pivot tables for clear communication
- 3 years' bookkeeping experience with nonprofit, cash-basis, multi-fund organizations

**Physical Requirements:**

- Willingness to work on site (hours and days to be negotiated)
- Ability to sit for extended periods

**Core Competencies:**

- Accuracy: strong attention to detail, with particular care for accurate data entry
- Dependability: strong work ethic and commitment to the position
- Initiative: problem-solving skills, willingness to take on responsibilities and challenges, ability to identify the strengths and weaknesses of various solutions
- Flexibility: willingness to adapt to changing priorities and deadlines
- Cooperation: ability to work independently and as part of a team, including Treasurers and other finance volunteers
- Organization: ability to prioritize tasks and to organize records and reports in a logical and timely manner
- Integrity: commitment to confidentiality and adherence to ethical standards