

Bethany Lutheran Church

7968 Finch Road NE

Bainbridge Island, WA 98110



Job Opportunity: Bookkeeper

Description: Bethany Lutheran Church is seeking an on-site, part-time bookkeeper. This responsible and detail-oriented person will support the bookkeeping needs and financial requests of fellow staff members, the Pastors, and Church Council members. Bethany belongs to the Evangelical Lutheran Church in America, the largest Lutheran church in the nation. The bookkeeper will provide bookkeeping services in accordance with Bethany and ELCA financial policies and procedures, following Generally Accepted Accounting Principles.

Primary Responsibilities:

- Check and verify source documents such as invoices, receipts, and other information.
 - Process and pay invoices, reconcile AP account.
 - Review payroll reports and enter data into financial software.
 - Reconcile bank and credit card statements and file.
 - Adjust journal entries and other business transaction entries.
 - Oversee various general ledger accounts to internally and externally prepared schedules.
 - Balance general ledger by preparing a trial balance; reconcile entries.
 - Prepare monthly financial and reconciliation reports.
 - Maintain historical records and financial filing system.
 - Assist with month-end, quarterly and year-end tasks.
 - Contribute to the team effort by accomplishing related results as needed.
 - Communicate with staff on a regular basis.
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Desired Qualification:

- Bachelor's degree in accounting, finance, or related field or Bookkeeping Certificate.
 - Data entry skills, and familiarity with office suite and bookkeeping software programs.
 - Attention to detail and accuracy in data entry.
 - Strong communication skills.
 - Ability to collaborate in an effective, professional manner with church staff and volunteers.
 - Ability to maintain professional confidentiality regarding all financial and related records.
 - Exhibit a level of knowledge and skills required for the bookkeeping profession in a church setting.
 - Previous bookkeeping experience preferred; experience working with churches or non-profits a plus.
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Job Specifications:

- Position will be open until filled.
 - Position works closely with Bethany's Church Administrator and Treasurer.
 - Position is part-time, averaging 5 hours a week.
 - Weekly Schedule is flexible. Specific days and times to be coordinated with the Church Administrator.
 - Wage for this position starts at \$25-\$30 per hour, DOE.
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Applications: Submit a resume and cover letter along with contact information to Debbie Rimkus at info@bethanyofbainbridge.org.