

## **PART TIME BOOKKEEPER POSITION**

This part-time position (10-15 hours per week) will support the accounting process for a mid-size Christian church and will reports to the Church Administrator.

A successful candidate must be knowledgeable about accounting principles and standards, financial transactions as well as related policy, accounting and regulatory compliance requirements for 501c3 organizations. Qualifications include 5+ years of bookkeeping experience and a thorough knowledge of Quickbooks, spreadsheets (Excel and/or Google Sheets) and advanced MS Office skills. Effective verbal and written communication skills are essential and previous experience in church accounting is a plus.

Duties will include but are not limited to: Accounts payable and receivable management, journal entries, bank and credit card processing and reconciliation, month end/year end closing, preparation of financial statements and reports, file and computerized accounting database management and annual audit preparation.

The position involves management of confidential information and absolute discretion is required.

To apply: Email your resume by April 1, 2018, to Michelle Austin, Church Administrator, [admin@oaklandcitychurch.org](mailto:admin@oaklandcitychurch.org)