

BOOKKEEPER

Position: Part-time

Hours: 10-15 per week

Salary: Hourly, based on experience

Reports to: Executive Pastor

The Bookkeeper is responsible for maintaining the integrity of the church's financial records. This role involves detailed record-keeping, financial reporting, and administrative support, ensuring that our resources are managed with excellence and accountability. As an integral part of our team, the Bookkeeper works collaboratively with staff and leadership behind the scenes to support the church's vision and mission.

Qualifications / Core Competencies

- A committed follower of Jesus Christ, seeking to serve God and live out Providence Church's vision and mission
- Working knowledge of church bookkeeping practices and procedures
- Demonstrated proficiency in QuickBooks Online (QBO), Microsoft Excel, and other financial tools
- Strong time management abilities and the capacity to work independently under deadlines
- Precise attention to detail and a commitment to accuracy
- Discretion and confidentiality when handling sensitive information
- A proactive and collaborative approach to problem-solving, with a focus on supporting the church's mission

Responsibilities

Financial and Recordkeeping Tasks

- Post all deposits to QuickBooks Online accounting software (QBO), entering receipts by giving unit according to donor designation (e.g., General Fund, Building Fund)
- Post all disbursements to QBO, including checks, credit card payments, EFT transfers, payroll, and fund transfers or sweeps
- Create disbursement checks using QBO weekly or as needed
- Maintain filing system for financial records and documentation needed for the annual audit
- Use consistent and approved "naming conventions" for posting gifts and provide brief memo descriptions to transactions when warranted
- Review credit card receipts to verify accuracy and ensure potential sales tax savings; work directly with staff to resolve any issues

Reporting and Reconciliation

- Prepare reports from systems like Pushpay, PayPal, and ADP payroll, ensuring data integrity
- Work with the Treasurer to prepare monthly reports, including balance sheets, P&L statements, and fund-specific accounts

- Post journal entries and enter the annual budget into QBO, along with any needed mid-year budget revisions
- Conduct bank reconciliations in QBO, ensuring accuracy up to the “Finish Later” stage

Administrative Support

- Generate and distribute annual giving statements promptly and accurately
- Manage the background check process for staff and volunteers, updating records and ensuring compliance
- Proactively identify areas of inefficiency in financial processes or workflows and recommend solutions, whether through software or internal improvements
- Assist with special projects or perform other duties as assigned by the Executive Pastor