

# Bookkeeper – Calvin Presbyterian Church | Tigard, OR

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Part-time, 20-24 hours per week

## Job Summary

Record all financial transactions, including member giving, income and expenditures. Prepare monthly/yearly financial reports, and as requested. Provide member year-end giving statements. Manage accounts payable and prepare checks for payment. Prepare and submit required information to the payroll service provider.

## Responsibilities and Duties

- Record member contributions to appropriate member-giving accounts.
- Prepare and distribute member contribution statements.
- Prepare checks for authorized check signers and distribution.
- Record all financial transactions in the church's accounting system; prepare monthly/yearly reports, and as requested.
- Prepare and submit monthly information to the payroll service provider. (Payroll is outsourced.)
- Make sure all staff members have submitted all forms required for employment and tax reporting/withholding.
- Provide information and support to the church board and committee chairpersons.
- Maintain permanent membership records using CCIS (church management software).
- Insure financial documents and funds are properly safeguarded and assist with office security/access.
- Adhere to all internal controls.
- Work with vendors and/or church members to resolve bookkeeping issues in a professional, timely manner and to the mutual satisfaction of all parties.
- Other duties as assigned.

## Qualifications and Skills

- Formal training in bookkeeping or accounting.
- Experience with fund accounting for non-profit organizations, a plus.
- Familiar with computerized records, spread sheet, general ledger, general financial reports.
- Ability to work within normal industry standards for accounting practices.
- Accuracy with written materials, financial reports.
- Experienced in preparing and implementing internal financial controls and reconciling financial records.

## Work Habits

- Take initiative, set priorities, manage multiple projects, and meet deadlines.
- Work independently.
- Maintain absolute confidentiality at all times.

## Personal

- General understanding of mainstream Protestant tradition, a plus.
- Excellent communication skills and ability to relate positively with volunteers, members, the public and staff.
- Commitment to quality and excellence.
- Enjoy working with co-workers in an office setting.

**Additional Requirements:**

-A criminal background check.

-Two references.

-Agree to all required employment policies, including random drug testing.

-Must hold a valid driver's license.

-Must be able to carry/lift 25 pounds.

Job Type: Part-time

Salary: \$15.00 to \$19.00 /hour

To apply, please use the following link: <https://bit.ly/2OEzPjK>