



Community of Grace Lutheran Church

The Rev. Michael Jannett, Pastor

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Job Description – Part-Time Bookkeeper (approximately 6-10 hours/week)

Reports to: Pastor and Treasurer

Position Summary: The Bookkeeper ensures the financial integrity of the congregation by maintaining accurate records, processing payments, reconciling accounts, managing payroll, and preparing reports. This role works closely with the Pastor and Treasurer to support responsible stewardship of church resources.

Qualifications:

- Proven experience with QuickBooks (preferably nonprofit or fund accounting)
- Familiarity with ACS (or willingness to learn)
- Strong attention to detail and discretion with confidential information
- Ability to work independently with minimal supervision
- Integrity and commitment to responsible financial stewardship

Responsibilities

- Record and track all financial transactions in QuickBooks
- Pay bills through online banking or paper checks, tracking payment details
- Manage payroll and payroll taxes
- Reconcile accounts monthly and coordinate with Treasurer for financial reporting
- Produce and send quarterly and year-end giving statements
- Match QuickBooks and ACS reports to ensure reconciliation
- File and retain financial records and deposit documentation
- Provide monthly giving and expense summaries for Council reports
- Support Treasurer in annual budget and audit preparation

Virtual/On-Site Notes

Note: This role may be fulfilled by a remote bookkeeper familiar with QuickBooks and ACS. Virtual access to financial records and giving systems is essential. Physical check deposits and in-person signer coordination may require occasional on-site presence or partnership with a local staff member.