

Orange Park Presbyterian Church

Part-Time Bookkeeper

\$20 to \$25 per hour

Onsite - 15 hours per week (M-Th)

Flexible Hours - 8 am to 1:30 pm

The Bookkeeper is responsible for performing a variety of bookkeeping and accounting duties for the church.

Essential Duties and Responsibilities:

- Prepares financial reports for church and its preschool, profit and loss statements, balance sheet, and other reconciliations, as necessary
- Assists in preparing operating budgets
- Prepares and maintains employment and insurance records
- Processes receipts, payments and reimbursements
- Reconciles bank and credit card statements, makes deposits
- Provides payroll information to outside company for processing
- Responds to financial inquiries from church leaders, members, vendors, etc.
- Shares general office duties with others
- Other duties, as required.

Knowledge, Skills, and Abilities Required

- Strong bookkeeping experience: general ledger entry, accounts payable and receivable, financial statements, payroll, etc.
- Ability to read, comprehend and communicate effectively, both verbally and in writing, including proper grammar and punctuation
- Ability to maintain confidentiality
- Ability to work collaboratively and courteously in a team environment
- Ability to work independently, to plan, prioritize, organize and coordinate multiple work assignments
- High level of computer proficiency and ability to trouble-shoot issues: Microsoft Office, accounting programs, Outlook, Google, etc.
- Must be proficient in typing and managing various software-related applications and use of Internet