

## **Position Description: Bookkeeper, Part-time (up to 20 hours / week)**

Bread of Life Church in Torrance is looking for a responsible and detail-oriented individual to serve on our staff as a part-time bookkeeper. This person will manage financial transactions and recordkeeping in support of the church Treasurer and the primary bookkeeper. They will also support and assist other church staff, church members, and ministries as needed. The part-time bookkeeper will be trained on all bookkeeping activities at the church and will also serve as backup to the primary bookkeeper.

### **Responsibilities include:**

- Maintain the church's financial records in accordance with accepted best financial practices.
- Perform all activities related to the accounts payable function including payment of bills via electronic banking or writing checks, processing approved employee and ministry expense reports, and reviewing/categorizing all payments in QuickBooks.
- Perform account receivable functions including invoicing, bank deposits, donation collections, and revenue recognition in QuickBooks.
- Prepare annual statements for donors and answer questions regarding contributions.
- Conduct monthly reconciliation of all accounts
- Maintain and balance the general ledger in an accurate, complete, and up-to-date manner
- Process payroll online in ADP and distribute annual W-2's.
- Prepare periodic financial reports for Church Treasurer and church leadership through collection, analysis, and summarization of QuickBooks data
- Perform periodic reporting and updates for employee 403(b) contributions.
- Attend weekly meetings with other church staff

### **Ideal Qualifications:**

- Bachelor's degree, preferably in Accounting, Finance, or related field.
- At least 2 years relevant experience working in accounting and bookkeeping, preferably for a church/nonprofit
- Strong verbal and written communication skills
- Proficient skills in QuickBooks and Microsoft Excel
- Experience with accounts payable, accounts receivable, payroll, and general ledger
- High degree of accuracy and attention to detail
- Knowledge of church fund accounting principles desirable
- A successful candidate must be conversant in and practice the Christian faith

### **Salary:**

- Up to \$22 per hour

### **Physical Setting:**

- Office

### **Schedule:**

- Monday to Friday

## **APPLICANTS**

Send cover letter and resume to Bing Yeh at: [jobs@breadoflifechurch.org](mailto:jobs@breadoflifechurch.org)