

Bread of Life Church

Bookkeeper Job Summary

We are seeking an experienced and detail-oriented Bookkeeper to monitor the finances of our growing company. On a daily basis, you will record all financial transactions, including cash payments, into the correct general ledger and verify that they are accurate. You will also be responsible for maintaining all financial records, completing required tax forms, processing payroll, and generating regular reports for pastors and/or the board. Our ideal candidate has worked as a professional Bookkeeper for at least three years and is a member of the Church.

Bookkeeper Duties and Responsibilities

- Review financial transactions for accuracy
- Input transactions into the correct ledger
- Reconcile bank and other accounts
- Pay vendors as they come due
- Update/maintain/Process employee payroll records
- Make deposits and record all cash receipts
- Manage and review purchase orders

Bookkeeper Requirements and Qualifications

- High school diploma or equivalent; degree in business administration, accounting, finance or relevant field preferred
- 3+ years of bookkeeping experience
- Proficient with QuickBooks Online and Microsoft Office
- Excellent communication and math skills
- Knowledge of payroll and bookkeeping principles
- Understand how to balance bank accounts
- Able to work Monday through Friday for approximately 35 hours per week with payroll Monday and Tuesday being required workdays

Compensation

Starting \$23 per hour with benefits

Submit resume to Wanda Chung @ BOLFinance@breadoflifechurch.org