

## **Part-Time Bookkeeper**

**Reports to:** Finance Director

**FLSA Status:** Non-Exempt

**Schedule:** 20 hours per week (flexible within normal business hours)

### **Position Overview**

The Part time Bookkeeper supports the financial operations of the church by performing day-to-day accounting tasks with accuracy, confidentiality, and timeliness. Working under the direction of the Finance Director, this role ensures that financial records are maintained in accordance with established policies, internal controls, and best practices for nonprofit and church accounting.

### **Key Responsibilities**

#### **Accounts Payable**

- Process vendor invoices, reimbursements, and check requests.
- Verify proper approvals and account coding.
- Prepare weekly or bi-weekly check runs and electronic payments.
- Maintain vendor files and W-9 documentation.

#### **Payroll Support**

- Prepare and enter payroll data for all employees in coordination with the Finance Director.
- Maintain accurate records of hours, benefits deductions, and staff changes.
- Ensure payroll is processed on schedule and in compliance with church policies.

#### **Tax Forms & Compliance**

- Prepare and issue annual **1099** forms to eligible vendors.
- Prepare and submit the annual **1096** transmittal.
- Maintain compliance documentation and support audit preparation as needed.

#### **Financial Recordkeeping**

- Maintain orderly digital and physical financial files.
- Assist with month-end and year-end closing procedures.

#### **Support to the Finance Director**

- Provide accurate reports and documentation as requested.
- Help maintain internal controls and financial procedures.
- Serve as a backup for routine tasks when the Finance Director is unavailable.

## **Qualifications**

- Experience in bookkeeping, accounting, or nonprofit/church finance.
- Proficiency with accounting software (e.g. ACS, Realm, or similar).
- Strong attention to detail and commitment to accuracy.
- Ability to maintain confidentiality and handle sensitive information.
- Strong organizational and time-management skills.
- Familiarity with basic payroll processes preferred.
- Understanding of church operations and nonprofit accounting is a plus.

## **Personal Attributes**

- Professional, dependable, and discreet.
- Collaborative and able to work well with staff, volunteers, and ministry leaders.
- Supportive of the church's mission and values.