

POSITION DESCRIPTION

Position Title: ACCOUNTING ASSISTANT/BOOKKEEPER
North Shore Baptist Church

Reports to: Business Manager (Staff Supervisor)
Church Treasurer (Lay Supervisor)

Basic Function: Responsible for the coordination and maintenance of the detailed accounting records and all related supporting documentation, preparation of payroll and other financial data in the general books of The North Shore Baptist Church and the issuance of financial operating reports as required, in accordance with standard principles of accounting.

This is a part-time position (27 hours/week). Days and hours to be determined and flexible within reason.

Responsibilities:

1. General Bookkeeping (journal entries, account reconciliations, financial report preparation, etc.)
2. Monetary Receipts (coordinate weekly deposits, manage contribution records, receipt allocations, send acknowledgment of gifts. etc.)
3. Accounts Payable and Disbursements (bill payment process/records, manage petty cash)
4. Payroll Processing (manage semi monthly payroll, manage all personnel financial documentation including tax records and voluntary deductions)
5. Assist in the Financial Management of the Church (act as primary staff liaison with independent External Auditor, serve as resource for church's budget committee)
6. Perform monthly cash reconciliation and review of outstanding checks; quarterly reconciliation of Matching Funds and other church projects.
7. Maintain record of staff vacation and sick days.
8. Perform other duties as assigned.

Requirements:

1. Minimum of two years of college, preferably with focus in the accounting field.
2. Minimum of two years accounting/bookkeeping experience. Working knowledge of fund accounting a plus.
3. Must have excellent computer skills. Experience with Sage software and/or ACS Contributions computer financial programs a plus.
4. Must be a self-starter, demonstrate initiative, handle all assignments in a confidential manner, be able to set priorities, have an ability to organize and multi-task.
5. Must assure that there is no potential for conflict of interest in either personal or financial relationships which could compromise the integrity or confidentiality of this position.
6. Good oral communication skills; proficient in English, bilingual Spanish a plus.
7. Honesty, reliability.
8. Ability to work and communicate successfully with a variety of people (both staff and volunteers) and be comfortable within a multi-cultural environment.

If interested, submit cover letter, resume and three professional references by e-mail: office@northshorebaptist.org. - Please, NO phone calls.

January 7, 2016