



Bookkeeper Position

Job Summary:

This position is responsible for managing most aspects of the accounting, human resources, and adherence to financial policies and procedures for Christian Layman Church. 15-20 hr/wk. Salary range is competitive and based on experience and expertise.

Responsibilities:

- Payroll for church employees
- Month-end closing and variance analysis
- Database input
- Account analysis
- General ledger maintenance
- Bank reconciliations
- Journal entries
- Financial statements/reports
- Year end closing and analysis
- Accounts receivable analysis and invoicing
- Prepare contribution letters and statements for donors
- Administrative duties - typing, filing, faxing, phones, email

Requirements:

- An A.A degree in Accounting, Business Administration, or a related field.
- Three or more years of accounting experience.
- Excellent Excel spreadsheet skills.

Additional Skills:

- Ability to manage all accounting functions.
- Develop and implement new accounting and office management processes.
- Familiarity with various accounting software applications.
- **Experience with Quickbooks highly desirable.**
- Prior non-profit experience highly desirable.
- Understanding of HR - 403(b) and benefits highly desirable

Skills/Attributes:

- Team player
- Organized and efficient.
- Creative, bright and a problem solver.
- Great personality with a “can do” attitude.
- Attentive to details, processes, planning and procedures.
- Ability to work independently.
- Strong work ethic and high energy.

Application Procedure:

We will accept resumes until the position is filled. Interested and qualified individuals should send their cover letter with resume via mail or email to:

Bookkeeper Search Committee: Christian Layman Church 10290 San Pablo Ave, #201,
El Cerrito, CA 94530 **Email:** lynn@christianlayman.org