

Amazing Grace Bookkeeper: 40 Hours Per Month

Amazing Grace Presbyterian Church is seeking a dependable, detail-oriented **Bookkeeper** to oversee the day-to-day financial recordkeeping of the church. This part-time position (40 hours per month) is an on-site position that supports the ministry of the church through accurate financial stewardship and timely financial reporting. This position plays an important role in the faithful stewardship of the resources God has entrusted to our congregation.

Responsibilities

- Code invoices and checks to the appropriate accounts.
- Enter financial transactions into QuickBooks.
- Process accounts payable and prepare checks for payment.
- Reconcile all church bank accounts each month.
- Pay monthly bills in a timely manner.
- Process payroll for one employee.
- Record weekly offerings and contributions into the church management system (currently PowerChurch, transitioning to Tithely).
- Prepare and print monthly financial reports for the Treasurer, Finance & Stewardship Team, and Session.
- Maintain accurate financial records and supporting documentation.
- Assist with the transition from **PowerChurch** to **Tithely** (training provided).
- Work collaboratively with the Pastor, Treasurer, and Finance & Stewardship Team.

Qualifications

- Experience with bookkeeping or accounting.
- Working knowledge of **QuickBooks**.
- Strong attention to detail and accuracy.
- Ability to maintain confidentiality.
- Excellent organizational skills.
- Experience with church management software is helpful but not required.
- A willingness to learn new software, including Tithely.
- Appreciation for the mission and ministry of the church.

Schedule

- Approximately **40 hours per month**.
- Flexible schedule with some work that follows the church's weekly financial cycle.
- On-site work is required.

Why This Position Matters

This ministry happens because people faithfully serve in many different ways. The Bookkeeper provides an essential behind-the-scenes ministry by helping ensure that the church's financial resources are managed with integrity, accuracy, and care.

"Moreover, it is required of stewards that they be found trustworthy." — 1 Corinthians 4:2

For more information or to express your interest, please contact:
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