

Westminster Ann Arbor: Bookkeeper

Westminster is a Presbyterian Church in Ann Arbor, MI. Our mission is to create an open and welcoming Christian community in service to God and neighbor.

We are currently looking for a detail-oriented individual who is extremely knowledgeable in bookkeeping to join our team. The Bookkeeper will manage the day to day fiscal operations and be responsible for making sure that our organization's financial records are kept up to date and accessible for financial reporting purposes.

Additional Responsibilities include:

- Processing invoices, statements, and deposits.
- Working with payroll company.
- Attend staff and finance team meetings.
- Bank reconciliation.
- Tracking and reporting member contributions.

This part time position involves working in an office setting, primarily during business hours with some flexibility.

Job Type: Part-time 20 - 30 hours per week

Salary: \$17.00 - \$20.00 per hour

Benefits:

- 401(k)
- Flexible schedule
- Paid time off

Preferred Requirements:

3 years of accounting & financial education or experience.

Please send inquiries to Steve Angerman: angermansp@aol.com