

PT Bookkeeper needed for small church. Approximately 2-3 hours per week.

Duties include:

Record weekly financial transactions and complete the posting process

Reconcile all bank accounts monthly and provide Treasurer with copies of statement and reconciliations

Prepare monthly financial and operating reports as directed by the Treasurer

Set up and maintain electronic vendor files

Process accounts payable and issue payments in a timely manner

Prepare year-end tax documents

Support yearly audit committee

Other related financial duties as needed

Knowledge and experience with online QuickBooks a plus

2 years of experience in non-profit accounting preferred

Ability to work unsupervised

Attention to detail a must

This is a PT – 1099 position @ \$20-\$25 per hour depending on experience. Work day/time is flexible and will be discussed during the interview process.

Contact:

Debra Holmes

Treasurer

St. Luke's Worcester

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