

Bookkeeper Job Posting

Job Title: Bookkeeper

Location: Livermore, California

Type: Full-Time (40 hours/week)

Pay: \$30–\$35 per hour (commensurate with experience)

Benefits: Health insurance, retirement plan, paid holidays, vacation, and sick leave

Work Setting: In-office only

About the Role

The California-Nevada-Hawaii District of the Lutheran Church—Missouri Synod (LCMS) is seeking a self-motivated and detail-oriented Bookkeeper to manage day-to-day accounting functions and provide administrative support to the Operations Executive.

As a ministry of the Lutheran Church—Missouri Synod (LCMS), our workplace reflects Christian values. Candidates should be supportive of our mission and faith-based environment.

Primary Responsibilities

- Manage accounts payable and accounts receivable, including recording receipts, processing deposits, preparing vendor payments, maintaining related records, and reconciling outstanding receivable and payable accounts.
- Monitor outstanding and voided checks; file 1099/1096 forms; and reconcile credit card transactions.
- Prepare monthly financial reports and general journal entries and maintain organized and accurate financial records.
- Maintain service agreements and contracts for equipment and property, including monitoring expiration and renewal dates.
- Serve as the primary contact for equipment and property maintenance service vendors.
- Provide administrative and cross-departmental support as needed.

Qualifications

- Minimum of 5 years of bookkeeping or accounting experience.
- Associate degree in Accounting or a related field; bachelor's degree preferred.
- Experience with accounting software; Sage 50 experience strongly preferred.
- Strong Microsoft Excel and Word skills.
- Strong organizational skills and attention to detail.
- Self-motivated, able to take initiative, prioritize responsibilities, and work independently with minimal supervision.
- Strong communication skills and ability to maintain confidentiality.
- Familiarity with LCMS values and operations is a plus.

To Apply or Inquire

Please submit your resume or direct any questions to:

Denise Lo, Operations Executive

Email: cnhbusiness@cnh-lcms.org