

Full-Charge Bookkeeper Job Posting

Job Title: Full-Charge 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 CNH District of the Lutheran Church–Missouri Synod (LCMS) is seeking a dependable and detail-oriented Full-Charge Bookkeeper to manage daily accounting operations and support the Operations Executive. Responsibilities include accounts payable and receivable, financial reporting, budgeting, journal entries, assisting audit preparation, and administrative support related to property services and office functions.

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.

Why Join Us?

If you are passionate about numbers, dedicated to accuracy, and looking to serve in a ministry setting grounded in Christian values, we invite you to apply.

Key Responsibilities

Accounts Payable

- Prepare and process vendor payments
- Monitor uncashed or voided checks
- File 1099/1096 forms
- Reconcile credit cards and accounts payable

Accounts Receivable

- Record receipts (checks, cash, and online transactions)
- Process deposit
- Send invoices and follow up on outstanding payments

- Prepare year-end financial packets for congregations
- Reconcile accounts receivable

Financial Reporting & Budgeting

- Prepare monthly financial reports and general journal entries
- Assist with annual budgeting and audit processes
- Maintain organized and accurate financial records

Administrative Support

- Coordinate property service contracts and manage office equipment
- Provide cross-departmental support as needed

Qualifications

- Minimum 5 years of bookkeeping or accounting experience
- Associate degree in Accounting (Bachelor's preferred)
- Proficiency in accounting software (e.g., QuickBooks, Sage 50)
- Strong skills in Microsoft Excel and Word
- Excellent attention to detail and communication skills
- Familiarity with LCMS values and operations is a plus

Background Check

Applicants may be subject to background checks—including employment verification, reference checks, education confirmation, credit history, and criminal background—upon signed consent. If the applicant previously served as a congregation treasurer or in a similar role, the congregation's leadership may be contacted to verify financial responsibility.

To Apply or Inquire

Please submit your resume or direct any questions to:

Denise Lo, Operations Executive

Phone: (925) 245-4000 ext. 4006

Email: denise@cnh-lcms.org