

Job Description

Title: Bookkeeper

1st Level of Accountability: Treasurer

Revised: 12/15/2022

Qualifications:

- Detail oriented.
- Proficient computer skills in Quickbooks, Microsoft Word,
- Proficient in Google Suite including Data Studio
- Highly proficient in MS Excel and navigating the internet.
- Relationally intelligent.
- Administrative gifting.
- Unified and supportive of the church and church leadership.
- Commitment to vision of NLF & Emotional Health.
- Excellent written and oral communication skills.
- Spanish speaking is a plus but not required.

Job Summary

The Bookkeeper position is responsible for the organization and recording of the daily financial operations of the church. This includes handling invoices for accounts receivable, recording of all credit card transactions and assisting the financial details of ministry events.

Responsibilities:

- Enter accounts receivable and church donations.
- Make weekly deposits.
- Enter invoices approved by the treasurer.
- Write and mail checks as needed.
- Record all credit card transactions.
- Oversee accurate filing of financial documents.
- Provide financial support to ministry events as needed.
- Covering Treasurer during vacation season.
- Other special projects as directed by Treasurer.

Type of Position: Full Time (40hrs per week). Position requires onsite work.

Compensation: \$25hr.

Benefits: 3 weeks paid vacation (after probation period ends); staff development funds, employer sponsored health insurance.

For inquiries, e-mail cover letter and resume to Victoria.Kolsch@newlife.nyc