

## **Bookkeeper Job Description**

### **Purpose:**

This position is responsible for accounting and financial reporting for First Church to assist the Business Manager with fiduciary duties. This is a hybrid position.

### **Description of Responsibilities:**

- Track company bank accounts, deposits and balances; report regularly to management
- Track company invoice obligations, make accurate and timely invoice payments, gain approval where necessary, and identify and report inaccuracies and variances
- Prepare draft monthly financial statements like cash flow, income/P&L and balance sheets for review by Business Manager
- Reconcile and verify all company invoices and monthly statements
- Make and track appropriate sales and use tax payments on invoices as needed
- Collaborate with other accounting and finance team members
- Enter annual budget into accounting system.
- Prepare statements giving statements quarterly Stewardship Financial Support
- Assist in the use and management of records in Breeze.
- Maintain listing of fixed assets and accumulated depreciation
- Assist Business Manager in generating church budgets, management of expenses, and forecast reports.
- Create and record journal entries.
- Perform general ledger account reconciliation.
- Post donations and contributions
- Prepare annual 1099s, B&O & use tax report.
- Support annual internal procedural audit.
- Prepare semi-monthly payroll and input payroll into General Ledger
- Work with Business Manager to ensure reporting of garage activity, 990-T filing & unrelated income report, and estimated & actual tax payments.

### **Other Duties as Assigned:**

- Attend Weekly 1:1 meetings with supervisor (Business Manager)

### **Qualifications:**

- Minimum of an Associate's degree in Accounting, and at least two years of experience in a full charge bookkeeping role.
- Knowledge of GAAP.
- Expert skills in QuickBooks Desktop Pro are required.
- Advanced skills in Excel, word, and Gmail.
- Proven ability to multitask, set priorities, and meet deadlines.
- Strong communication, budget experience, and interpersonal skills.
- Attention to detail, good organizational and planning skills.

- Church or nonprofit experience a plus.
- All candidates for the Bookkeeper position must pass a nationwide background check.

### **Compensation:**

- Compensation is \$22.00 - \$25.00 per hour, for a <.2 FTE position (on average, 6-8 hours a week), depending on experience. Includes holiday time and sick time.
- This position is expected to work on-site Tuesdays weekly (staff meeting days) with the option of working remotely for the remaining hours.
- The Bookkeeper reports to the Business Manager.

### **To Apply:**

- Please submit a cover letter & resume.
- Send the requested materials to [jobs@firstchurchseattle.org](mailto:jobs@firstchurchseattle.org)
- A quiz on QuickBooks knowledge will be conducted at the interview.
- Applications will be reviewed as received until the position is filled.

## **About First Church**

We are a progressive, spiritual community advocating for the homeless and hungry, and creating a refuge for inclusive Christianity.

We're called "First Church" because we are Seattle's first congregation, established in 1853. We cherish our place in Seattle's past, present, and future.

First Church is a proud member of the Reconciling Ministries Network, a community "mobilizing United Methodists of all sexual orientations and gender identities to transform our Church and world into the full expression of Christ's inclusive love."

First Church has committed to growing in intercultural competency and anti-racism.

First Church values diverse perspectives and life experiences. We encourage persons of all backgrounds to apply, including persons of color, immigrants, refugees, women, LGBTQIA+, persons with disabilities, and veterans. First Church does not discriminate on the basis of age, gender, [race](#), [color](#), [religion](#), sexual orientation, gender identity, [national origin](#), or [disability](#).