

First Presbyterian Church of Gallatin

Part-Time Bookkeeper Position

General Description

The Bookkeeper will be responsible for executing the church's approved financial responsibilities in a manner of excellence and fiscal integrity.

The Bookkeeper will report to the Pastor and manage the areas of accounts payable, monthly bank account reconciliation, deposits, individual check disbursements, prepare payroll, as well as other necessary financial processes.

The pay will be commensurate with experience. You would be expected to work between 10 - 15 hours each week. Hours may be flexible Monday through Thursday during the time of 8:30am and 4:30pm.

Essential Job Functions

1. Pay all bills that are in the accounts payable folder
2. Monthly end transfer(s) must be done at the end of each month
3. Perform monthly bank account reconciliation and verify balance sheet balances
4. Make weekly deposits
5. Prepare payroll and ensure payroll taxes are paid each month
6. Pay special offerings such as the following:
 - One Great Hour
 - 5-cents-a-Meal
 - Souper Bowl
 - Peacemaking
7. Prepare financial documents for session packet by the end of the first week of each month
8. Filing of all financial work

Job Qualifications

1. At least two years of bookkeeping experience in fund accounting
2. BS in finance, accounting or a related field is preferred
3. Excellent numerical and math skills
4. Good attention to detail
5. Experience with Microsoft Excel and designated accounting software
6. Ability to complete all tasks with little direct oversight
7. Confidentiality is a must