



## Bookkeeper job description

### What is Eastside Lutheran Church Community (ELCC)?

ELCC includes 7 churches in Bellevue, Sammamish, Issaquah, North Bend and Mercer Island Washington. The churches collaborate on shared ministries, shared arrangements for staffing and seek efficiencies in administration tasks. Five of the seven churches currently need bookkeeping support. Each church has a unique EIN and accounting records. The churches are coordinating to use common software and processes as much as possible and the successful candidate is expected to recommend best practices for each of the churches.

### Position Description

We are seeking a detail-oriented and experienced Bookkeeper to support multiple churches. The Bookkeeper will be responsible for managing each church's financial records, ensuring accuracy and compliance with accounting standards, and providing financial reports to the church leadership. It is expected that the bookkeeper can work remotely using their personal computer and internet connections. Churches will provide login information to their independent QBO, banks and cloud storage systems.

This position may be hourly or salaried. Applicants are asked to state their preference in the application. If salaried, the position will have an administrative home in one of the churches. Health care and retirement benefits can be negotiated. Full-time or part-time employment can be considered. If full-time, additional administrative tasks may be assigned. The home church will bill other participating churches for services.

If hourly, the bookkeeper will bill the individual churches at a fixed common rate.

### Bookkeeper Tasks

#### General

- Ensure compliance with all relevant financial regulations and church policies.
- Coordinate with auditors during annual audits and provide necessary documentation.
- Maintain confidentiality of all financial information and church records.
- Provide support for other administrative tasks as needed.

#### Income

- Each church is responsible for collecting, counting and depositing revenue.
- The bookkeeper will record deposits to accounts in QuickBooks Online (QBO) as instructed by the church Treasurer.



### Accounts Payable:

- Receive requests for payment and documentation (receipts, bills, etc.). Churches will provide names of people authorized to request payments.
- All churches use credit cards and have authorized their credit card company to autopay monthly. For each credit card transaction, receive documentation from authorized persons and record transaction in QBO.
- Create and save PDF's of bills and receipts for each transaction for audit trail.
- Use online banking to create payment checks or ACH transactions. Each church will have an approval process for transactions.
- Record transactions to the proper QBO accounts.

### Payroll:

- Handle payroll processing and ensure timely payment of salaries and benefits.
- Record information to QBO.

### Monthly/Annual Reporting and Budgets

- Reconcile QBO with Bank records.
- Work with Treasurers of churches to prepare monthly/annual reports.
- Work with Treasurers of churches to prepare annual budgets.
- Assist the treasurers in sending giving statements to members.

### Qualifications:

- Proven experience as a bookkeeper or in a similar financial role.
- Proficiency in QuickBooks accounting software and Microsoft Office Suite including SharePoint.
- Strong understanding of accounting principles and financial regulations.
- Excellent organizational and time management skills.
- High attention to detail and accuracy.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Commitment to the mission and values of the church.

### Preferred Qualifications:

- Associate's or Bachelor's degree in Accounting, Finance, or a related field.
- Previous experience working in a non-profit or religious organization.
- Knowledge of church financial management practices.

### How to Apply:

Interested candidates should submit their resume and a cover letter detailing their qualifications and experience to [bill@salc.church](mailto:bill@salc.church). The position is open for immediate employment.