

POSITION TITLE: BOOKKEEPER

REPORTS TO: THE TREASURER, GARRY RUDOLPH

PURPOSE OF POSITION:

- To support the ministry and vision of Cross & Crown Lutheran Church
- Provide bookkeeping services for Cross & Crown
- To assist the treasurer, pastors, council, and finance team on financial matters

PRIMARY RESPONSIBILITIES:

- Properly record and maintain all transactions of the accounting records of Cross & Crown
- Accounts payable to maintain vendor records and prepare checks for approved invoices
- Process church payroll
- Properly record online transactions
- Provide monthly reports to finance team, council, and staff
- Prepare all monthly, quarterly, and annual reports for state and federal taxes
- Prepare and distribute yearly 1099s and W2s
- File for semiannual refund for state and use tax
- Complete annual workers' compensation audits
- Any additional duties as assigned

MINIMUM QUALIFICATIONS:

- Experience with church bookkeeping / fund accounting
- Certification for bookkeeping preferred
- Detail oriented and excellent organizational skills
- Experience with the Microsoft Office suite of applications (Word, Excel, etc.)
- Experience with Powerchurch or other accounting software
- A teachable spirit
- Pass a background check and safe gathering certification
- Minimum college degree or work experience equivalent

CROSS & CROWN WILL PROVIDE:

- Support from the congregation, staff, and pastors while working closely with the treasurer
- Office space
- Resources and computer

HOURS AND REMUNERATION:

Contract position averaging eight hours per week primarily in-person

Interested candidates may email their resume to pastormelody@crossandcrown.org.