

## **Administrative Bookkeeper**

### **Position Description**

Lake Oswego United Church of Christ  
1111 Country Club Rd.  
Lake Oswego, OR 97034

### **Position Summary**

As part of the staff team at Lake Oswego United Church of Christ, the Administrative Bookkeeper is responsible for performing general accounting duties in support of the church's ministries. The Administrative Bookkeeper works in cooperation with the Pastor, church officers and the Office Administrator to ensure the integrity of financial transactions and statements.

### **Position Responsibilities**

#### **General Ledger/Financial Statements**

- Ensure accuracy of monthly financial statements. This includes accurate recording of deposits, payments and other necessary journal entries.
- Reconcile monthly bank statements.
- Assemble and distribute monthly financial statements.

#### **Accounts Payable**

- Establish credit with vendors when necessary.
- Prepare checks for payment, identify the appropriate account to charge and ensure payments are made in a timely manner.
- Ensure checks are written to the correct payee and in the correct amount.
- Arrange for checks to be signed and prepare checks for mailing.

#### **Personnel/Payroll**

- Process timely and accurate payroll.
- Prepare and submit all tax reports and payments as required by law.
- Maintain employee files and records ensuring all information is updated and in compliance with regulatory requirements.
- Obtain employment documentation (W-4, I-9, and other documents as required).
- Prepare documents and process transactions required for benefits administration.

#### **Contributions**

- Maintain accurate giving records.
- Record contributions via Church Windows weekly.
- Monitor direct deposit transactions.
- Complete quarterly and annual giving statements.

**Other**

- Coordinate work with Office Administrator to facilitate efficiency and continuity of assignments and projects.
- Act as back up for the Office Administrator as needed.
- Be available to answer questions of staff, church officers and congregation members regarding income/budget.
- Additional duties as assigned.

**Qualifications****Required:**

- Associate degree in Accounting and a minimum of three years bookkeeping experience.
- Knowledge and understanding of accounting principles, practices and systems.
- Must be detail oriented, accurate and organized.
- Strong oral and written communication skill.
- Must be able to work with sensitive information and preserve confidentiality.
- Ability to perform tasks independently or as a team member with minimal supervision.
- Ability to identify issues that need the attention of the Pastor.
- Flexibility to respond to unanticipated needs or changed priorities.
- Proficient in Microsoft Excel, QuickBooks, Church Windows and ability to learn other financial systems as required.
- The final candidate will need to successfully pass a background check to be considered for this position.

**Desired:**

- Bachelor's degree in Accounting or related financial discipline.
- Prior experience working in a church or non-profit.

**Position Expectations**

The Administrative Bookkeeper reports to the Pastor. This is a non-exempt, 3 to 5 hour per week position. The specific schedule is set by the Pastor to meet the operational needs of the congregation.

Salary Range: \$17.00 – 20.00 per hour based on qualifications.

**How to Apply**

Submit resume and letter of interest to [bookkeeper@loucc.org](mailto:bookkeeper@loucc.org) or send it to Lake Oswego UCC at 1111 Country Club Road, Lake Oswego, OR 97034. Please submit applications by Tuesday, April 15, 2014.