

First Baptist Church of Los Angeles
Part-time Bookkeeper

Job Responsibilities and Duties:

1. To enter weekly contributions to general fund (budget/pledge) special funds, and donor designated funds.
2. To keep confidential all financial contribution information.
3. To enter all invoices submitted for payment, prepare checks, submit to treasurer for signature, and prepare for mailing.
4. To balance checking account and investment accounts and submit reconciliation to treasurer for signature.
5. To submit to the church treasurer and church moderator a listing of all checks written during the month.
6. To prepare monthly reports for the Council of Ministries and individual ministry teams.
7. To process payroll on a semi-monthly basis.
8. To coordinate with outsourced payroll processing company the payment of monthly, quarterly and yearly payroll tax forms and make necessary deposits, and prepare W-2s at year-end.
9. Prepare annual giving reports to contributors to be reviewed and sent out by treasurer
10. To prepare year-end financial reports for annual meeting.
11. To perform other necessary and related work as may be assigned.
12. Process weekly cash deposits and make related journal entries.
13. Monitor and maintain the cash flow.
14. Provide detailed ledger entries to individual ministry teams as needed or requested.

Job Skills and Requirements

1. A minimum of an associate's degree in accounting from an accredited educational institution.
2. Practical experience in non-profit accounting and account reconciliation.
3. Demonstrated proficiency in computer skills including MS Word and Excel. The successful individual will also possess a working knowledge of QuickBooks (or other similar software applications) Microsoft Office (including Excel), church database (Breeze ChMS), and other related applications.
4. Attention to detail and precision in account reconciliation and report generation.
5. A commitment to good interpersonal relationships and teamwork.
6. A commitment to confidentiality regarding all account records, both of the church and staff, and the members.
7. Dependable attendance.
8. Attention to detail and precision in account reconciliation and report generation
9. Ability to work independently, manage workload, and meet deadlines with minimal supervision.

Salary and Hours:

\$20 per hour and 10 hours per week

Send enquiries or resume with two references to fbcla@fbcofla.org