



BROOKSIDE

CHURCH

Position: Part-Time Bookkeeper

Reports to: Executive Director

Hours: 29 hours per week

We believe in creating an atmosphere for those who want to join their talents with their passion for growing the local church. Brookside is a place where people work closely together to advance one common vision of moving people closer to God through Jesus Christ.

The Bookkeeper serves the body of Brookside Church by providing bookkeeping and various receptionist duties on behalf of the church staff. This is a part-time position up to 29 hours per week. The bookkeeper should be proficient with general ledger bookkeeping, QuickBooks, payroll processing systems, Excel, and Word. Prior experience in a bookkeeping and/or accountant role. This role requires strong organizational and time management skills, outstanding customer service skills, ability to analyze and resolve conflicts and problems, the ability to work under pressure with minimal supervision, maintain confidentiality, and possess a high degree of personal integrity.

Education, Skills, and Abilities:

- Bookkeeping: 3 years (Preferred)
- QuickBooks: 3 years (Preferred)
- Secretarial: 1 years (Preferred)
- Very strong computer skills / Experience using QuickBooks, payroll systems, MS Office Suite (Excel, Word, Outlook)
- Familiar with task and data management software
- Demonstrates strong interpersonal skills, especially effective oral and written communication
- Proactive, well organized and detail-oriented
- Thrives in a team setting, is service-minded and flexible
- Capable of multi-tasking, prompt execution, and high initiative

Key Areas of Responsibility:

- Accounts receivable / Accounts Payable
- Bank and Investment account reconciliations / deposits
- Keep accurate records of all income (tithes, offerings, registrations, gifts, etc.)
- Year-end Operations (Closing books and Financial Reviews)
- Preparation of financial statements, contribution statements, and reports
- Assists with Mission, Outreach, and Event funds management
- Process Biweekly Payroll and PTO
- Auxiliary support for office receptionist and administrative staff

Education:

- Associate (Preferred)

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of this employee. Brookside Church Leadership reserves the right to revise the position, its job functions, minimum qualifications and other aspects of the position in any way at any time.