

**Bookkeeper Position Opening**  
**Part-time Employee or Independent Contractor**  
**Deadline for Submission: May 3, 2019**

Grace Episcopal Church, a vibrant faith community on Bainbridge Island, Washington, is seeking an experienced bookkeeper who is interested in part-time employment or working as an independent contractor.

Applicant must have minimum of 5 years' experience as a bookkeeper. Position is 12-15 hours per week. Applicant must be proficient in QuickBooks, Excel, and data entry.

Please email a cover letter and resume: [office@gracehere.org](mailto:office@gracehere.org) to the attention of Human Resources Trustee.

**Services Needed:**

- Performs all general bookkeeping services, including data entry into QuickBooks; preparation of monthly financial statements and reports.
- Prepares and makes weekly bank deposits and conducts monthly bank account reconciliation.
- Enters pledge and donor data into Onrealm database and reconciles records.
- Allocates donations to proper funds, seeking clarification and approval as needed.
- Handles all bills, secures authorization and processes payments.
- Maintains payroll records and provides necessary information to our external full payroll service; uses the payroll service's records to make appropriate journal entries and monitor accuracy of information.
- Maintains records for all 1099 labor, including prepares invoices for non-regular 1099 contractors.
- Prepares rental and other invoices as needed.
- Works closely with the Church Treasurer to assure accuracy of records and reports.

**Desired Qualifications:**

- Minimum five years' successful bookkeeping experience, working with accounts payable, accounts receivable, and general ledger.
- Strong knowledge of generally accepted accounting principles.
- Extensive experience with data entry, record keeping and computer operation.
- Proficiency in QuickBooks, Excel, Microsoft Office or comparable software.
- Strong organization and communication skills.
- Ability to work well with others and maintain confidentiality.

This position reports directly to the Rector.