



JOB POSTING

Categories: Business/Administration
Denominations: Presbyterian -- PCUSA
Church Size: 100 - 125
Job Type: Part-Time

Job Description: Bookkeeper
New Hope Presbyterian Church of Anaheim

New Hope Presbyterian is a nonprofit organization, incorporated in Orange, CA, and chartered in 2017. Our new location is in Anaheim, California. We have a membership around 100-125 and a staff of 15. Simply put, New Hope is a dynamic place to work.

Position Summary: To assist the church in its mission by carrying out organizational and fiscal processes to achieve its goals. To operate under established policies and procedures financial record keeping and reporting.

Primary Duties and Responsibilities:

- Receive, review, record, and pay bills and other expenses as directed.
- Plan for upcoming expenses and manage cash flow as required to meet the operational needs of the church monthly.
- Establish and manage purchasing, expense reimbursement, petty cash, check request, and other financial business processes.
- Update and distribute weekly Stat Sheet to church staff, Leadership Team, and other individuals as directed.

- Track and maintain Power Church accounts and entries.
- Monthly Bank Reconciliation – Wells Fargo, Power Church, Vanco
- Liaison to Treasurer, Pastor, Project Manager and Auditor.

Education, Experience, and Qualifications:

- Bachelor's Degree in Accounting, Finance, or Business or equivalent of six years of related experience at the manager level in a Church environment.
- Working knowledge of forecasting and financial reports
- Ability to work with all staff and members of the congregation and to build solid relationships as expected in a Christian environment
- Strong organizational, problem-solving, and analytical skills with ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Proven leadership and business acumen skills.
- Excellent written, communication, and presentation skills
- Commitment to excellence and high standards.
- Demonstrated high level of proficiency in MS Office Suites (Word, Excel, and Power Point)
- Demonstrated high level of proficiency in Power Church, Automated Data Processing (ADP) and Quicken or Quick Books

Hours and Compensation:

The bookkeeper is an employee of the church with compensation of \$1000.00 per month, without benefits, for a maximum of 10-12 hours per week.

Oversight:

The bookkeeper shall be under the ultimate authority of the Head of Staff (Pastor), Finance Committee and the Personnel Committee.

Contact Information:

If interested, please email resume and cover letter to:

Email: info@mynewhopepres.org

New Hope Presbyterian Church of Anaheim is an equal opportunity employer.