

Office Manager / Bookkeeper
Wooden Cross Lutheran Church
17401 198th Avenue NE
Woodinville, WA 98077
(425) 788-3626

Job Details

Company: Non-Profit Lutheran Church
Compensation: From \$25.00/hour
Hours: 20-24 hours/week
Work Location: In-person

Benefits

Paid Time Off

Job Description

Wooden Cross Lutheran Church is looking for an Office Manager/Bookkeeper for immediate hiring

Job Summary: Performs administrative functions for the church including finance, facilities and personnel. Assures compliance with local, state and federal laws/regulations along with the ELCA regulations and policies. Provides other administrative support services as needed for pastor, council and committees.

You will play a crucial role in managing our financial records, ensuring accuracy, and supporting the financial operations of the company. The ideal candidate will have experience in bookkeeping and financial reporting and a strong understanding of accounting principles.

Major Duties and Responsibilities:

- Performs secretarial or administrative assistant functions. These include, but are not limited to: preparing weekly bulletins and slide show, newsletters, event promotion, scheduling the calendar, maintaining the church database, and assisting with annual fundraising events (Garage Sale, Auction, etc.)
- Management and reconciliation of accounts—Candidate will be responsible for data entry, reconciling and managing accounts and ensuring accurate record keeping of transactions. Candidate will be responsible to stay current and up-to-date with accounting guidelines.
- Accounts receivable and accounts payable—Bookkeeper will be responsible for preparing and updating A/R and A/P accounts.
- Processing payments and bank deposits—Candidate will be responsible for bank deposits.
- Payments/record keeping—Candidate will be responsible for accurate recording keeping and payments using the Intuit Quicken program.
- Employee payroll and quarterly tax reporting—Recording employee payroll and hours and filing online reports with Washington Labor and Industries, Family Medical Leave and Washington CARES Act.

- Preparing financial reports—Providing monthly and year-end financial reports to Church Council.
- 1099s and W2s—Candidate will ensure that year-end W2s, 1099s and business tax filings are prepared and distributed as required by law.
- Communication and correspondence—Candidate will be responsible for communication to the congregation and community through email, website, mailings, etc.
- Workflow and procedures—Candidate will be responsible for preparing, updating and managing financial workflow, preparing checklists and procedural instructions for the church.
- Processes accounts payable and accounts receivable, including tracking payments and deposits.
- Assists in the preparation and administration of capital and operating budget.
- Maintains church banking accounts, processes check requests and verifies authorization for expenditures in all program and operating accounts.
- Reconciles bank statements on a monthly basis.
- Prepares bi-monthly and monthly staff payroll.
- Maintain accurate records of financial transactions, expenses, and income
- Prepare monthly, quarterly, and annual financial statements and reports for church council
- Assist with budgeting and forecasting processes to support church council leadership
- Ensure compliance with relevant tax regulations and assist in the preparation of tax documents
- Provide support during audits and work with external accountants as needed
- Serves as a resource person for other ministries and committees.
- Evaluates and revises office procedures to enhance efficiency.
- Maintains files for the church.
- Performs other duties as assigned.

Job Requirements:

- Ability to communicate clearly and concisely, verbally and in writing in English.
- Excellent organizational skills and attention to detail
- Ability to work independently and manage multiple tasks within deadlines
- Effective communication skills and ability to collaborate with cross-functional teams
- High level of integrity and commitment to maintaining confidential information
- Strong understanding of accounting principles, financial reporting, and tax regulations

Experience/Knowledge:

- Ideal candidate will have experience in reconciling and managing bank accounts and ensure proper record keeping of transactions in Quicken (Intuit).
- Ideal candidate will have expertise with office and general accounting software (i.e. Quicken, Excel and MS365 applications).
- 3+ years of experience in full charge of bookkeeping, preferably with a non-profit company
- Accounts Payable / Accounts Receivable; Payroll & Taxes

Interested candidates should submit a resume and letter of interest to woodencrosslc@gmail.com