

# Job Title: Bookkeeper (Part-Time or Full-Time)

South Euclid United Church of Christ

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## Position Overview

We are seeking a reliable and detail-oriented Bookkeeper to support the day-to-day financial operations of the church. This role is critical to ensuring accurate financial records, timely reporting, and continuity of operations.

The ideal candidate will not only manage transactions in QuickBooks Online but also understand how those transactions impact the church's financial position.

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## Key Responsibilities

### Daily & Weekly Tasks

- Record and categorize all financial transactions in QuickBooks Online
  - Maintain accurate and organized financial records
  - Process deposits, contributions, and other income
  - Monitor accounts payable and ensure timely payments
  - Assist with payroll coordination (if applicable)
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### Monthly Responsibilities

- Reconcile bank and credit card accounts
  - Review and verify account balances for accuracy
  - Prepare monthly financial reports, including:
    - Statement of Activity (Income Statement)
    - Statement of Financial Position (Balance Sheet)
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## **Financial Understanding & Support**

- Identify and flag discrepancies or unusual activity
  - Understand how transactions affect financial reports
  - Maintain consistency in how expenses are recorded and categorized
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## **Continuity Support**

- Work alongside current accounting staff to learn existing processes
  - Document key financial procedures
  - Ensure continuity of financial operations (no lag or gaps in workload)
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## **Qualifications**

### **Required**

- Experience with QuickBooks Online
  - Strong understanding of bank and credit card reconciliations
  - Experience preparing basic financial reports
  - High attention to detail and accuracy
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### **Preferred**

- Experience working with churches or nonprofit organizations
  - Understanding of fund-based or restricted accounting
  - Ability to read and interpret financial statements (not just generate them)
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## **Skills & Competencies**

- Organized and dependable
  - Able to work independently and meet deadlines
  - Clear and simple communicator
  - Comfortable asking questions and identifying issues
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## **Position Details**

- Flexible hours (Part-Time or Full-Time based on need)
- Reports to: Church Leadership / Finance Support
- Work environment: On-site