



Job Title: Bookkeeper
Accountable To: Lead Pastor & lay Treasurer
Position Status: Part-time (weekly average of 10-12 hours)

Summary of Position:

The role of the Bookkeeper is to collaborate with the pastors, staff, and lay leadership of the congregation to maintain accurate financial records at Saint Andrew Lutheran Church.

Key Responsibilities:

- Financial Bookkeeping
 - Perform and maintain all aspects of accounts payable (including payroll) functions.
 - Assist the Treasurer in the year-end reconciliation, audit, and annual budget preparation.
 - Be an active member of the Finance Ministry team.
- Financial Secretary
 - Collaborate with the Financial Secretary in maintaining accurate electronic funds transfer (TOE) records.
- Self-Development & Missional Support
 - Attend and participate in monthly ministry meetings and staff meetings.
 - Provide feedback on ways to better expand upon the mission of the congregation.

Qualifications:

- Willingness to become a participating member of Saint Andrew Lutheran Church.
- In-depth knowledge of GAAP (general acceptable accounting practices).
- Proficient in Microsoft Office applications.
- Demonstrate ability to work with and encourage others.