

Part-Time Bookkeeper

Nonprofit Experience Required | Church Experience Preferred

Remote Possible | Start Date: **ASAP**

We are seeking an experienced nonprofit bookkeeper to work either in office or **remotely** to help ensure that financial resources are stewarded responsibly and transparently at our church, Presbyterian Community Church in Florence, OR.

Primary Responsibilities:

- Record and reconcile income including contributions and other receipts
- Manage accounts payable and bill payment
- Complete monthly bank and credit card reconciliations
- Generate monthly financial reports and report quarterly to leadership.

Qualifications:

- 3+ years of nonprofit bookkeeping experience desired
- Strong understanding of fund accounting and restricted vs. unrestricted funds
- Proficiency in Church Windows or ability to learn quickly. But open to other platforms.
- Organized, dependable, and self-directed

Compensation & Hours:

- \$20 to \$25/hour depending on experience.
- 8 hours per week.
- Alignment with values of a reformed tradition.

To Apply:

Please contact: treasurerpcos@gmail.com