

Bookkeeper – Part Time

We are a welcoming and inclusive religious community that is seeking a well-organized individual to serve as the church's full-charge bookkeeper. This individual will assume responsibility for accurate processing and recording A/R, A/P, member billing, payroll, assist with annual budget and routine reporting.

This position will report directly to the Church Administrator and Treasurer and work in coordination with the staff and church members. This is a part-time permanent position with an average of 15-18 hours per week with benefits.

Visit our website at: www.westhartforduu.org and be a part of a religious organization that is making a difference in our community!

Required Skills:

Accounting Experience with QuickBooks proficiency

Experience processing payroll

Experience with month-end and year-end reconciliations including bank reconciliation

Proficiency in Word, Excel

Excellent attention to detail and time management skills

Professional written and verbal communication skills

Ability to work independently

Desired Education/Experience:

Associate's Degree with two or more year's related experience and/or training.

Benefits:

Vacation, Holiday and paid time off

Life insurance and disability insurance

Access to Group Health Insurance (employee contribution 100%)

Pay:

Starting at \$20 per hour, conditional on education and experience

Apply:

Send resume and cover letter to: admin@westhartforduu.org