

****Job Title:** GracePoint Church Part-time Bookkeeper**

Job Description:

We are seeking a skilled bookkeeper with 3-5 years of experience to join our team. The ideal candidate will be proficient in QuickBooks, Excel, ADP, and Concur.

Hours: 20-25 hours per week, flexible schedule

Hourly Rate: \$17 to \$20 per hour

Responsibilities include but are not limited to:

- Managing accounts payable and receivable
- Reconciling bank statements and financial data
- Generating monthly financial reports using Excel and QuickBooks
- Processing payroll using ADP
- Managing employee monthly expense reports through Concur
- Assisting with budget preparation and monitoring
- Ensuring compliance with relevant accounting regulations and policies

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field preferred
- 3-5 years of relevant experience in bookkeeping
- Proficiency in QuickBooks, Excel, ADP, and Concur
- Strong attention to detail and accuracy
- Excellent organizational and time-management skills
- Ability to work independently and as part of a team
- Knowledge of relevant accounting principles and regulations

If you meet these qualifications and are looking to join a dynamic team, please submit your resume and cover letter detailing your relevant experience. We look forward to hearing from you.

Attn: Bruce Schmidt
Interim Administrative Pastor
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