

Job Title: Bookkeeper**Position Type:** Part-time (4-6 hours/week)**Salary:** \$21-24/ hour

New Life Chinese Lutheran Church is currently seeking a detail-oriented and passionate Bookkeeper to join our team.

Position Summary:

The Bookkeeper will be responsible for maintaining accurate financial records, ensuring compliance with accounting standards, and supporting the overall financial health of the organization. This role is critical in helping us achieve our mission by providing clear financial insights and maintaining the integrity of our financial operations.

Key Responsibilities:

- **Record Financial Transactions:** Accurately process day-to-day financial transactions, including accounts payable, accounts receivable, payroll, and general ledger entries.
- **Reconcile Accounts:** Regularly reconcile bank statements and ensure all accounts are balanced and discrepancies are resolved promptly.
- **Financial Reporting:** Monthly Financial Statements, e.g. Income Statement, Balance Sheet, Actual vs Budget Comparison to be submitted to Church Council
- **Record Keeping:** Maintain organized and accurate financial records, ensuring all documentation is readily accessible for audits and reporting.
- **Collaboration:** Work closely with team members to provide financial analysis that supports program planning and execution.

Qualifications:

- Diploma in Accounting, Finance, or a related field (or equivalent experience).
- Proven experience in bookkeeping or accounting, preferably in a non-profit environment.
- Proficiency in accounting software (e.g., QuickBooks, Xero) and Microsoft Office Suite.
- Strong attention to detail and ability to maintain confidentiality.
- Excellent organizational and time-management skills.
- Strong communication skills, both written and verbal.