

Church of Saint Clare

Lyndhurst

WE'RE HIRING

Part-time Bookkeeper, St.
Clare



Responsibilities

- Maintain detailed documentation of all bookkeeping activities including debits & credits, account reconciliation, and general ledger accounting.
- Make weekly or as needed bank deposit preparation and/or bank runs.
- Prepare journal entries, account analysis, and balance sheet reconciliations in accordance with GAAP standards.
- Handle accounts payable and receivable processes efficiently and accurately.
- Perform bank and general ledger reconciliations to ensure accuracy of financial data.




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details

Qualifications

- Minimum of Associate Degree or equivalent work experience, mathematics, bookkeeping and Principals of Accounting.
- Proven experience with accounting software such as QuickBooks, Xero, Sage, Quicken, or similar platforms, including experience with Microsoft Office Suite using Word, Excel, Publisher, etc.
- Strong understanding of accounting principles including GAAP, double entry bookkeeping, debits & credits, and journal entries.
- Must possess effective communication skills to collaborate with team members and support our organizational financial goals.

Apply Now:

 440-449-4242

 <https://bit.ly/sc-bkpr>

 stcllkg@att.net