



# CHRIST LUTHERAN HEALTH MINISTRIES

## Job Posting

### Bookkeeper / Administrative Assistant

[www.christlutheranchurchhbg.org](http://www.christlutheranchurchhbg.org)

This is a part-time position, approximately 20 hours per week. The schedule is negotiable and some work can be done remotely but will require you to regularly work from our office. Responsible for accounting functions, maintain grant reports, and general day-to-day office tasks. Answers to pastor and works with church office manager, health practitioners, and volunteers. This position is primarily Health Ministry facing.

Report to the Treasurer and the Pastor.

### Responsibilities

- Enter income and expenses into church accounting software.
- Bank reconciliation.
- Track contributions.
- Prepare bills.
- Review and prepare reimbursements.
- Prepare financial reports.
- Prepare quarterly and yearly payroll reports.
- Prepare annual budget projection.
- Assist in grant writing and reporting.
- Filing.
- Support the day-to-day operations by completing basic office functions, answering phones, email, post office pick-up, scheduling building usage and maintenance, etc.
- Support the pastor through routine communications, organization and donor record maintenance, and correspondence to donors.
- Additional office tasks as needed.
- Be a vital team member of the office and church.

### Qualifications

- High School diploma or equivalent.
- Some financial experience.
- Must be willing to consent to a background check.
- Good understanding of bookkeeping procedures.
- Grant writing experience preferred but not required.
- Working knowledge of word processing, electronic mail/calendar, spreadsheet, presentation, and database software. Ability to use applicable MS Suite products.
- Knowledge of business processes and procedures.
- Accuracy and attention to detail.
- Time-management and organization skills.
- Self-motivated.
- Keep confidentiality.

Pay range: \$18 – \$20 per hour.

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