



# TRINITY LUTHERAN CHURCH

## BOOKKEEPER

**CLASSIFICATION:** Part-Time

**LOCATION:** Trinity Lutheran Church, 508 Center Street, Ashland, OH 44805

**COMPENSATION:** Hourly Rate commensurate with experience

**REPORTS TO:** Director of Operations

### **Summary of Job Description:**

Trinity Lutheran Church is seeking a detail-oriented bookkeeper to manage financial operations including accounts payable and banking transactions, payroll, staff benefits, insurance policies, and administrative tasks using QuickBooks Online, Bill.com, ADP, and Google Workspace. Candidates should have an Associate's degree in business, 3+ years bookkeeping experience, and possess strong organization, communication, and confidentiality skills. Prior church or non-profit accounting experience is preferred for this role supporting a mission-driven organization.

### **Responsibilities:**

- Accurately record income, expenses, payroll, and taxes.
- Prepare financial statements and reconcile accounts.
- Coordinating with our volunteers on weekly loose offerings.
- Create a monthly finance report for the Church Council.
- Process payments to vendors and reimbursements.
- Assist with budgeting and financial reporting.
- Keep sensitive financial information confidential.

### **Qualifications and Experience:**

- Associate's degree in accounting or finance preferred
- 3+ years prior bookkeeping experience
- Proficient with Quickbooks, Google Workspace, ADP and Bill.com
- Strong organizational and analytical abilities
- Excellent verbal and written communication skills
- High ethical standards
- Contributing positively, adhering to ethical standards, and aligning with church values as set forth by Trinity Lutheran Church.

To apply for this position, please email your resume to [trinity@trinityashland.org](mailto:trinity@trinityashland.org)