



## **Bookkeeper**

Waconia, Minnesota in-person

### **Job Type**

Part-time/Non-exempt 10-15hrs per week

### **Pay**

\$24 an hour

### **Effective Date**

March 1, 2025

### **About Faith Lutheran Church**

Faith Lutheran Church is a congregation of the Evangelical Lutheran Church in America (ELCA) located in Waconia, Minnesota. With a vision to be a dynamic worshiping community where all are growing in their relationship with Jesus Christ, one another, and those beyond our walls, Faith Lutheran seeks to be a community where all feel welcome and find a place to belong.

### **About the position**

The Bookkeeper will manage Faith's financial records, including recording and organizing transactions, preparing reports and balancing accounts. The bookkeeper reports to the Office Manager.

### **Ministry Committee Support**

Stewardship

### **Responsibilities**

- Record financial activity in database
- Accounts payable
- Book electronic bank transactions
- Record all banks accounts
- Generate reports
- File and send annual 1099s
- Maintains W-9s
- Create receivable invoices
- Generate and mail giving statements
- Set-up and change electronic giving
- Conducts monthly credit card reconciliation
- Payroll, benefits, PTO

**Knowledge, Skills, and Abilities**

- Experience with accounting software
- Demonstrates attention to details
- Effective problem solving and analytical skills
- Ability to establish and achieve priorities in daily responsibilities
- Responds well to questions
- Maintains confidentiality
- Presents numerical data effectively

**Qualifications**

- Alignment with the ministry and vision of Faith Lutheran Church (ELCA)
- Three years experience in bookkeeping

**Physical Demands**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made.

- Sit for extended periods of time.
- To possess hand and arm (or equivalent) dexterity adequate to allow for use of keyboard and phones.
- To talk and hear with enough proficiency to allow for communicating with congregational members, staff, Council and community members by phone or in person.

**Non-Discrimination Policy**

Faith Evangelical Lutheran Church will not discriminate against or harass any employee or applicant for employment because of race, color, creed, national origin, sex, disability, age, marital status, sexual orientation, gender identity or status with regard to public assistance.