



September 23, 2024

Job Description

Title: Bookkeeper Final

1st Level of Accountability: Treasurer

Job Summary

The Bookkeeper position is responsible for facilitating the efficient operation of New Life Fellowship Church by performing clerical and administrative operations accurately and with integrity. This position supports the church's ministries to further God's kingdom.

Qualifications:

- Detail oriented.
- Proficient computer skills in QuickBooks, Microsoft Word, MS Excel, and navigating the internet.
- Relationally intelligent.
- An administrative Mindset.
- Ability to work with others.
- Ability to work independently.
- Flexible and open to change.
- Customer service skills.
- Unified and supportive of the church and church leadership.
- Excellent written and oral communication skills.
- Commitment to the vision of NLF & to Emotional Health.
- Spanish speaking is a plus but not required.

Responsibilities:

- Make weekly deposits.
- Enter invoices approved by the treasurer.
- Make authorized payments as needed.
- Maintain vendor list accurately.
- Make ministry credit card purchases as needed.
- Maintain a record of all credit card transactions.
- Maintain PTO updated in employee time clock software.
- Prepare payroll worksheet for each pay period.
- Maintain year-end equipment inventory.
- Provide financial support to ministry events as needed.
- Covering Treasurer during vacation season.
- Other special projects as directed by the Treasurer.

Schedule

25 hours per week.

If interested, please email the cover letter and resume to Victoria Kolsch at victoria.kolsch@newlife.nyc.