



BOOKKEEPER

Overview: Forest Hill Church, Presbyterian, a progressive and diverse congregation in Cleveland Heights, Ohio, is seeking a part-time bookkeeper. The position reports to the Pastor/Head of Staff and works under the direction of the Co-Treasurers. The non-exempt position will work 16-19 hours per week. Hours may vary with the week and time of year. The position is not eligible for benefits.

Essential Functions and Responsibilities:

- Following applicable Generally Accepted Accounting Principles and practices, maintain double-entry, general ledger accounting of budgeted and non-budgeted funds via QuickBooks accounting software and Breeze Church Management software
 - Perform accounts payable functions and prepare checks for Treasurer's signature
 - Complete monthly reconciliation of bank accounts and staff credit cards
 - Prepare monthly and quarterly financial reports for Session, ministries and committees
 - Prepare year-end financial reports for the FHC Annual Report and assist the Endowment Committee with its Annual Report
- Be available to answer financial questions from church members, ministries, committee and staff in a timely manner
- Oversee payroll processing and related benefit administration
- Other duties including maintenance of subcontractor and tax-id number files, processing rent payments, financial contact with vendors, tenants, and leaseholders, and maintenance of memorial fund records

Core Competencies:

- Ability to work independently and prioritize
- Initiative
- Detail oriented
- Confidentiality

Education and Experience:

- Associate degree in accounting
- Demonstrated proficiency with QuickBooks Online and Microsoft Office products
- Familiarity with Breeze or other relational software preferred
- Two-four years of relevant experience

Salary: \$25-\$30 per hour, commensurate with experience

This is not an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with this job. It is intended to be as accurate a reflection as possible of both the spirit and specifics of the current position.



Forest Hill Church
presbyterian

Forest Hill Church, Presbyterian is an equal opportunity employer

Email to apply or inquire: personnel@fhcpresb.org

Forest Hill Church, Presbyterian
Attn: Personnel Committee
3031 Monticello Boulevard
Cleveland Heights, Ohio 44118