



**Open Date: March 1, 2019**  
**Close Date: when position is filled**

Founded in 1957, The Lutheran Church of The Good Shepherd has evolved into a welcoming and advocating congregation. We strive to share the love and grace of Jesus with all people at home, in the local community, and across the globe.

**Ministry Position:** Bookkeeper

**Reports To:** Resource Manager

**Effective:** when filled

**Directly Supervises:** N/A

**Status:** Part-time

**FLSA:** Non-exempt

**Background Check:** Required

#### **Position Objective**

- Manage the day-to-day financial operations of the church, including:
  - Recording and tracking reported income
  - Paying and recording bills
  - Processing and recording payroll
  - Reconciling and reporting monthly financial activity
  - Assisting Resource Manager in preparing annual budget
  - Other duties include providing administrative support to the church front desk, when needed, e.g., receiving and responding to phone calls, emails, visitors, members, etc.

#### **Qualifications:**

- 2 - 4 years basic bookkeeping and financial reporting skills
- Ability to maintain confidentiality at all times
- Must work well with others working a variety of schedules
- Proficient in Microsoft Office

#### **Hours and Compensation**

- This position is available immediately; start date is negotiable
- Compensation rate dependent on experience \$15-\$19 per hour, 20 -24 hours per week, flexible schedule
- Paid vacation and sick leave provided per congregational leave policy

#### **Application Process**

Send a Letter of Application and a current resume to:

By Email: [darcy@gsolympia.org](mailto:darcy@gsolympia.org); please submit email attachments in doc. or PDF format

By US Mail: Darcy Huffman, 1601 North Street SE, Olympia WA 98501