

Harvest Fellowship Accountant/Bookkeeper Job Description

Part-Time Position – Up to 10 hours per week

Position Description

The church accountant/bookkeeper shall serve as the internal accountant for Harvest and assist the administrative Pastor and finance team in the care and oversight of the church's finances, accounting and more. The church accountant/bookkeeper will report directly to the administrative Pastor and finance team. This is a hybrid remote/office position.

Duties and Responsibilities

- Maintain complete and accurate records of all church financial and business transactions. Assure that all financial, employment, and business records and data are correct, accurate, and documented in a timely manner.
- Works with the finance team and attends a monthly meeting.
- Use Slack frequently to process any check requests, answer any financial questions, and report to the finance team.
- Prepare monthly reports for the finance committee.
- Prepares reports for employees for budget updates monthly.
- Prepare checks for ministries, reimbursements, and vendors on a weekly basis.
- Reconcile checking and credit card accounts monthly.
- Perform other duties as assigned by the administrative pastor or finance team.
- Attend staff meetings as available.
- Attend services at Harvest on a weekly basis.

Requirements

- Degree in accounting and/or at least 2-3 years' experience with bookkeeping in a church or business environment.
- Undergo a background check.
- Able to commit to up to 10 hours a week

Experience and Skills

- Practical experience with fund-based accounting preferably in a church or non-profit organization
- Proficient in computer software and remote software including excel, Word, Slack, and Zoom. Training can be provided for Slack and Zoom.
- Attention to detail and precise in account reconciliation and report generation.
- Commitment to confidentiality regarding all accounts pertaining to church's business including appointments, salary info, giving information, and any internal records.

Perks

- Laptop & office space will be provided.
- Time off as needed.
- Espresso drinks & coffee when at Harvest.
- Gets to work with the "best finance team in town" according to Brian DeCook.

To Apply for this position, please email your resume and cover letter to matt@harvestfellowship.com