

Aspinwall Presbyterian Church
299 Center Avenue, Aspinwall, PA 15215
(412) 781-2884

Position Description: Bookkeeper

ABOUT OUR CHURCH: Aspinwall Presbyterian Church is a small, about one hundred member, suburban congregation committed to preaching the Word of God and spreading the Good News to the surrounding community through worship, small group events, and community-centered activities.

We are part of the Presbyterian Church (USA), falling under the Pittsburgh Presbytery, Synod of the Trinity. Our website is www.aspinwallchurch.org/ & FB @aspinwallpresby.

SCOPE: To provide financial support for the church

The individual in this position:

- will be involved in all financial reporting and accounting activities of the Church
 - Writing checks, monthly bank reconciliations, recording deposits, activity reports
- assumes fiduciary responsibilities for financial administration and transactions (practicing fund accounting)
- will participate in an annual financial review of the year's activity
- will attend the January annual congregational meeting to present the financial portion of the annual report and be available for questions
- is willing to be flexible with scheduling and tasks

HOURS: 4-6 hours per week. The office hours will be scheduled by agreement with the Pastor. A probationary 3-month period will begin with 6 hours per week. Following this, increased hours and responsibilities may be negotiated.

QUALIFICATIONS:

Competency with Microsoft Office 10, internet and email (Google Suite)
Familiarity with QuickBooks (office currently using offline For Profit version 2008)
Dependable with high integrity and confidentiality
Able to work independently, multi-task and detail-oriented
Personable and a good communicator

Preferred but not necessary -

- Familiarity with accounting practices
- Familiarity of state and federal laws that pertain to payroll administration
- Familiarity with the *Board of Pensions of the Presbyterian Church* Benefit's Connect web portal
- Ability to anticipate and initiate required work and follow through to meet deadlines

EVALUATION: Weekly ad hoc meetings will occur with the Pastor. Monthly Finance Committee meetings will occur. The probationary 3 month period will be followed by an evaluation conducted by the Finance Committee. Continuing employment will include an annual performance and compensation review conducted by the Pastor with the help of the Finance Committee.

COMPENSATION: Compensation range: \$15.00 - \$18.00 per hour based on experience, paid semi-monthly. Individual contractors will be considered, even preferred.

CONTACT INFORMATION: Interested candidates may send a resume to:

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Aspinwall, PA 15215

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