

# **Chapel of the Lake**

## **Part-Time Bookkeeper Position**

The Chapel Bookkeeper position is a part-time position (12-16 hours per week). The starting pay is \$20-\$25/hour based on experience. A strong understanding and record of experience with QuickBooks Online Software is required. Candidates should also have a general proficiency with online banking, database management, and other computer-based programs. An understanding of and experience with Planning Center Online is preferred. The ideal candidate for this position will demonstrate accuracy, thoroughness, and confidentiality while maintaining positive professional relationships with other members of the team and congregation.

The Bookkeeper is responsible for coordinating with the Deacon Board and Chapel Administrator to:

- Deposit Funds
- Pay Bills and disburse funds
- Execute Payroll
- Track individual giving and produce annual giving statements
- Reconcile accounts
- Assist staff with ministry finance tracking
- Produce monthly reports including but not limited to:
  - Income
  - Expenditures
  - Giving trends
  - Balance sheets
  - YTD Budget

Interested candidates should send resumes to Harley Marshall, Chapel Administrator, at [hmarshall@chapelofthelake.org](mailto:hmarshall@chapelofthelake.org) or call 636-561-1757 for additional information.