

Jubilee! Bookkeeper

The Jubilee! Bookkeeper works with the volunteer Board Treasurer and the Church Administrator to effectively manage and record all incoming and outgoing funds. They are responsible for processing weekly deposits of moneys received through the Sunday offering and online and mailed donations; keeping clear records in Quickbooks of donations and bills paid in appropriate budget categories; making sure that our payroll services provider has any information they need; providing regular reports for our Board Treasurer.

Position Requirements:

Experience with Quickbooks, online donations, and generally accepted financial reporting protocol. Availability to work 5-10 hours per week, much done remotely but with occasional time in the office required.

Apply:

To apply for this position, please send a letter explaining your interest, a resume and references to revlauracollins@gmail.com. Open until filled.

Jubilee! is an Equal Opportunity Employer