

VACANCY ANNOUNCEMENT

Position: Bookkeeper
Opening Date: November 28, 2017 **Closing Date:** Open until filled
Salary: Negotiable – based on experience
Work Schedule: Part-time, Monday, Wednesday and Friday
Work Hours: 20-30 hours per week
Location: Stonewall Baptist Church, 807 Eatman St, Bossier City LA 71111
Phone: (318) 742-0807

SUMMARY: This is a part-time position with the general responsibilities of assisting with managing the day to day accounting requirements, and preparation of financial reports of the Stonewall Campus. The successful candidate should have experience in Finance and General Accounting Practices, Bookkeeping, QuickBooks, Microsoft Excel and other Microsoft office programs; knowledge of ADP payroll or similar payroll system, Account Receivables, Account Payables, and Reconciliation of Bank Statements. This candidate must be able to work well with others in a collaborative team effort, confidential work environment with sensitive information, and the ability to communicate effectively in an oral and written manner.

DUTIES AND RESPONSIBILITIES:

- Balance and reconcile all assigned accounts and ledgers for the MCDC, Housing Counseling Agency, Stonewall Learning Center and the Church
- Match purchase orders with invoices
- Coordinate bank deposits and prepare financial reports
- Monitor and document office expenses, tally and enter cash receipts
- Pay vendor invoices
- Assist with payroll functions
- This position will require working closely with Church Administrator, Finance Committee, MCDC, Housing Counseling Agency and Stonewall Learning Center.
- This position requires the performance of professional conduct in compliance with the policy and procedures of the employee handbook.
- Candidate is expected to arrive on time and ready to perform duties and responsibilities at agreed time
- This is a part-time position consisting of 20-30 hours per week
- Performance of other duties as required

Salary: Based on experience

Evaluation:

Performance of this job will be evaluated by the Church Administrator in accordance with the provisions of the Employment Policies established by the Stonewall Missionary Baptist Church.

The Stonewall Missionary Baptist Church is an equal opportunity employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, national origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.

For more information contact Maxine Davis and Stonewall Baptist Church at (318) 742-0807, Monday – Friday 9:30 a.m. – 4:30 p.m.

Stonewall Baptist Church is an Equal Opportunity Employer