

Interested applicants should send an updated resume and cover letter to Al Pinero, Operations Director, at apinero@ccdelco.com.

Role: Bookkeeper

The ideal candidate for this role will be a Christian who has experience with ministry involvement, communicating successfully with others and applying business concepts to the church's dynamic operations. The candidate will also have what we call The Five E's.

The Five E's:

Entrepreneurship: The bookkeeper will have the capacity and willingness to develop, organize, track all church finances across various platforms and the ability to present financial information to church leadership in a clear and compelling manner. They will also look for strategic ways to streamline all procedures.

Energy: The speed of the leader is the speed of the team. We appreciate someone who is fast and efficient while maintaining their own wellness.

Experience: A successful candidate would preferably have a proven record of experience working in similar positions and understand how confidential business information is handled.

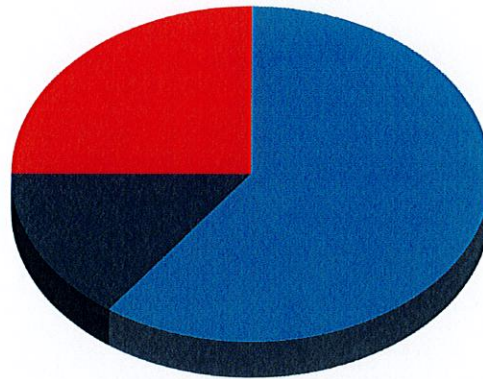
Education: A bachelor's degree in accounting, finance, or a related field—or equivalent experience—would be ideal

Engagement: A person who loves bringing out the best in our staff, congregation, businesses we work with and has the desire to show Christ to the world.

CCDELCO Bookkeeper Job Description

Church Bookkeeping (60%)

- Maintains records of financial transactions by establishing accounts, posting transactions and ensuring legal requirements compliance
- Maintains the system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures
- Balances accounts by reconciling entries
- Maintains general ledger by transferring account summaries.
- Maintains historical records by filing documents.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends
- Complies with federal, state, and local legal requirements
- Contributes to team effort by accomplishing related results as needed
- Process Payroll
- Taxes
- Bill Payments
- Count and process weekly offering
- Process weekly online gifts and payments
- Manage credit cards





School Bookkeeping (15%)

Administration (25%)

- Monitor church email
- Answer phones
- Manage postage meter and distribute mail
- Ordering copier supplies
- Ordering office supplies from Staples
- Assist Operations Director with administrative tasks

Bookkeeper Qualifications / Skills:

- Ability to Develop Standards
- Analyzing Information
- Above Average Quickbook Skills
- Dealing with Complexity
- Reporting Research Results
- Excel
- Data Entry Skills
- Accounting
- Attention to Detail
- Confidentiality
- Thoroughness
- Maintain a cheerful disposition



Education, Experience, and Licensing Requirements:

- Bachelor's degree in accounting, finance, or related field and/or previous experience in these fields
- Experience in working with multiple entities under different umbrellas
- Bookkeeping certificate or equivalent (preferred)