



**Christ Lutheran Church
Cottonwood, MN**

**Accounting Assistant
Position Description**

Summary

Christ Lutheran's Accounting Assistant performs support services for the financial side of the life of the congregation. Specific responsibilities vary throughout the church year. Coordinates tasks with the Pastor and Church Treasurer. Church membership is not required.

Status Part-time flexible hours (approximately 2-4 hours/week)

Duties and responsibilities

- 1.** Enters accounts payable into Quickbooks, prepares payments, coordinates check signers, mails payments
- 2.** Enter weekly donations and deposits into Quickbooks
- 3.** Communication support for committees
- 4.** Prepares twice monthly payroll
- 5.** Reconcile accounts
- 6.** Request transfers per council decisions
- 7.** Submit quarterly state and federal payroll taxes
- 8.** File and prepare Yearly W2s and 1099s
- 9.** Assists Executive Board with annual budget planning
- 10.** Provide information for monthly and annual financial reports
- 11.** Other duties, as assigned.

Expectations

Accountability: The accounting assistant is an employee of Christ Lutheran Church through the Church Council and under the direct supervision of the Pastor.

Confidentiality: The accounting assistant is required to maintain confidentiality in all matters.

Qualifications

- Written and verbal communication skills.
- Time management and organization of multiple tasks at a time.
- Reliable with work schedule and being proactive with deadlines.
- Computer experience, especially competency in working with Outlook, Texting, Microsoft Word, Microsoft Excel and Quickbooks.
- Works well independently.
- Cooperative and open to new ideas and suggestions.

Salary

Commensurate with training and experience.

Applications will be accepted until October 20.

Submit resume and references to pstrjanel@gmail.com. We appreciate serious inquiries only.