

Saint Andrew's Chapel
Part-Time Bookkeeper Position

Saint Andrew's Chapel is looking for a proactive, organized and detail-oriented Bookkeeper to support our Office Manager/Church Accountant. This is a part-time position requiring 12-20 hours/week. The schedule may be flexible but does require Monday morning hours.

Duties would include:

- Assist Church Accountant with deposit work
- Perform accounts payable work using Sage software
- Prepare journal entries
- Maintain books of multiple corporations
- Track statistics in Excel
- Reconcile bank accounts in Sage software (formerly Peachtree)
- Perform Conservatory bookkeeping duties including student billing (Excel)
- Make inventory adjustments (Sage software)
- Assist Office Manager/Church Accountant as needed

Required Experience and Aptitudes:

- Prior bookkeeping/accounting experience
- Prolific Microsoft Excel experience
- Microsoft Word and Outlook experience
- Sage software experience preferred
- ACS software experience a plus (church database)
- Efficient, organized and detailed worker
- Good written and verbal communication skills

Send resume to info@sachapel.com.