



Bookkeeper

REPORTING RELATIONSHIP: Senior Pastor

CLASSIFICATION: Salaried Exempt

WORKING HOURS: 4 hours per day, Monday-Thursday

JOB DESCRIPTION: To join in and support the mission and ministry of Jesus Christ at Christ Church through accurate, honest, and faithful bookkeeping.

PRINCIPAL DUTIES:

Duties include accounts payable; accounts receivable (contributions); full payroll services including quarterly payroll tax returns, W-2's, and 1099's; monthly financial reporting; preparing contribution reports for donors. May include additional administrative duties in the office.

REQUIRED WORK HABITS

Work habits must include regular attendance, teamwork, initiative, dependability and promptness.

WORK-RELATED EXPERIENCE

College degree required.
QuickBooks experience necessary.
QuickBooks Online experience beneficial.

COMPENSATION

Salary commensurate with experience.

Position to begin immediately.

An interested candidate should email a copy of his or her resume to Christ Church's Finance Team at info@christchurchmi.com.

CHRIST CHURCH
310 Prince Creek Parkway
Murrells Inlet, SC 29576

Church Office: 843-357-6184
www.christchurchmi.com