

# Bookkeeper

All Saints Church, Pasadena, CA

Part-time | 15 – 19 hours/week on-site (non-exempt position)

## Position Summary (primary role and objectives)

### Payables

- Ensure all invoices are reviewed, coded, and approved by appropriate staff member(s). Review for accuracy.
- Ensure that all invoices are paid promptly, including running checks, securing signatures, submitting positive pay files, and mailing and/or submitting payments.
- Gather expense reports monthly, verifying coding, approvals, and supporting documentation (i.e., receipts).
- Enter invoices into accounting system.
- Process all expense reports, including credit card expense reports.

### Receivables

- Record deposits in accounting system.
- Work with Giving Department to post deposits to General Ledger.

### Payroll

- Make payroll expense journal entries.
- As necessary, serve as backup for running payroll.

### Bank and Investment Accounts

- Reconcile all bank accounts monthly.
- Reconcile credit card merchant bank reports.
- Record bank deposits.

**COMPLIANCE & INTEGRITY** : Consistently supports compliance and the All Saints Church Code of Conduct by maintaining the privacy and confidentiality of information, protecting the assets of the organization, acting with ethics and integrity, reporting non-compliance, and adhering to applicable federal, state and local laws and regulations, accreditation and licensure requirements (if applicable), and All Saints Church policies and procedures.

Models and reinforces ethical behavior in self and others in accordance to the Code of Conduct; adheres to organizational policies and guidelines; supports compliance initiatives; maintains confidences; admits mistakes; conducts business with honesty; shows consistency in words and actions; follows through on commitments. All Directors, Managers and Supervisors are accountable for communication, implementation, enforcement, monitoring and oversight of compliance policies and practices in their departments.

**SERVICE & QUALITY**: In addition to defined technical requirements, accountable for consistently demonstrating service behaviors and principles defined by the All Saints Church, as well as specific departmental/organizational initiatives. Also accountable for consistently demonstrating the knowledge, skills, abilities, and behaviors necessary to provide superior and culturally sensitive service to each other, to our patients, and to purchasers, contracted providers and vendors.

**WORKPLACE SAFETY:** In addition to defined working conditions and physical requirements, employees are accountable for working safely; following established policies & procedures; utilizing all designated protective personal equipment (PPE) and/or safety equipment assigned for task; and reporting all injuries and hazards to their supervisor immediately. Supervisors and Managers are accountable for ensuring the safety performance of employees; applying consistent practices in compliance with federal, state and local regulations; providing guidance to maintain a safe and healthy work environment.

Qualifications:

- **Confidentiality** - Maintain confidentiality regarding sensitive topics and financial information.
- **Attention to Detail** – Accurate data entry with an ability to multitask. Ensure that organizational processes and retention policies are followed, provide dependable and accurate bookkeeping practices.
- **Thorough** - Address work tasks with care from the onset until the issue identified is addressed.
- **Organized and Adaptable** – A flexible team player in a system that often needs to adapt to changing priorities. Conscientious and calm while navigating a high volume of tasks.
- **Service Oriented** - Giving full attention to what people are saying, taking time to understand the points being made, asking questions as appropriate, and handling situations with care and professionalism. Actively looking for ways to help and provide high quality bookkeeping services.
- **Proactive Critical Thinking** - A problem-solver that uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems and is able to articulate them as recommendations to leadership.
- **3+ years bookkeeping experience** - Especially in systems other than QuickBooks or with experience in fund accounting.
- **Computer Skills** - Facility with Microsoft Word, Excel, Database Navigation, Outlook e-mail and hybrid working environment tools (video conference, remote scheduling, etc.).

Preferred Qualifications:

- **Bookkeeping experience in a church environment.**
- **ShelbyNEXT Financial experience preferred.**

All Saints Church is an equal opportunity employer committed to a diverse and inclusive workforce. All applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), age, sexual orientation, national origin, marital status, parental status, ancestry, disability, gender identity, veteran status, genetic information, other distinguishing characteristics of diversity and inclusion, or any other protected status. All Saints is an LGBTQ+ welcoming and affirming organization.

External hires must pass a background check. Qualified applicants with arrest and/or conviction records will be considered for employment in a manner consistent with federal and state laws, as well as applicable local ordinances, including but not limited to the Los Angeles Fair Chance Ordinances.

Benefits: California required benefits only.

Salary: \$23 - \$25 DOE

How to apply: Email your resume and cover letter to [skramer@allsaints-pas.org](mailto:skramer@allsaints-pas.org) with the title of the position listed in the subject line of the email.