Grace Church Massapequa

P/T Bookkeeper Position

We are looking for a part-time bookkeeper with the ability to work as part of a small team and be mindful of our non-for-profit institutional ministry setting. The purpose of this position is to properly record all business transactions of Grace Episcopal Church and Grace Early Childhood Center.

Work hours:  Monday - Friday / 10am - 2 pm

Required skills and qualifications:
- Experience with Quickbooks, Google Docs, Excel spreadsheet
- Excellent Computer skills
- Communicates well as part of the team and with parishioners/parents
- Attention to detail and accuracy
- Great interpersonal and customer service skills
- Excellent organizational skills
- Contributes to team effort

Duties and responsibilities:
- Maintains records of financial transactions by establishing accounts; posting transactions
- Maintains and balances accounts by verifying, allocating, and posting transactions.
- Prepares financial reports by collecting, analyzing, and summarizing account information
- Maintains school billing accounts
- Maintains payroll operations by following policies and procedures.

Education, Experience, and Licensing Requirements:

- Bachelor's degree in accounting, finance, or a related field is a plus
- Previous bookkeeping experience preferred