

Part Time Experienced Bookkeeper

Trinity Presbyterian Church has an immediate opening for an experienced non-profit bookkeeper. This position is part-time, approximately 10 - 15 hours per week, and is located on-site at 400 E. University Blvd. Trinity utilizes ShelbyNext church accounting software. Shelby experience is desired, but not required. Training will be provided.

Bookkeeping duties include the following:

- Prepare invoices for payment.
- Enter Accounts Payable to the General Ledger, post checks weekly.
- Maintain Accounts Payable vendor files.
- Post contributions to General Ledger weekly.
- Document Accounts Payable and Contribution Journal weekly.
- Prepare quarterly donor statements.
- Prepare twice monthly payroll.
- Prepare quarterly federal and state payroll reports.
- Maintain General Ledger; finalize General Ledger monthly.
- Prepare monthly financial statements for the Finance Committee.

Trinity Presbyterian Church is in downtown Tucson, close to excellent public transportation and a variety of restaurants and shops, as well as the University of Arizona. Trinity has a relatively small congregation, and staff. We are a mission-oriented church with outstanding worship services and choral/music programs.

Contact Personnel Chair Roberta Westergaard by sending your resume to: rwestergaard@cox.net.