

First Presbyterian Church of San Anselmo
Bookkeeper/Church Accountant
Job Announcement

Join our welcoming and dynamic church community as Bookkeeper/Church Accountant, where your expertise in finance and organization will play a key role in supporting the financial health of our 200-member congregation.

About the Role

As the Bookkeeper/Church Accountant, you'll handle the day-to-day financial operations of the church, including accounts payable and receivable, donor tracking, payroll coordination, and financial reporting. This role is ideal for a detail-oriented professional who values teamwork and accountability in maintaining accurate financial records within a collaborative environment.

Key Responsibilities

- Manage accounts payable and receivable, including vendor payments, donor contributions, and rental income.
- Maintain and reconcile the general ledger in QuickBooks ONLINE.
- Prepare monthly financial reports for church leadership.
- Oversee donor management, including pledge tracking and statements.
- Collaborate on the annual budget and financial planning.
- Support payroll and HR compliance, ensuring accurate reporting and benefits administration.
- Assist with insurance, regulatory, and tax compliance.

What We're Looking For

Experience: 3–5 years in accounting or bookkeeping, preferably non-profit accounting.

Education: Bachelor's degree in accounting, finance, or related field (or equivalent experience).

Skills:

- Proficiency in QuickBooks ONLINE and Microsoft Excel.
- Familiarity with donor management and CRM platforms (e.g., Servant Keeper).
- Strong organizational and communication skills.
- Ability to work collaboratively with staff, volunteers, and leadership teams.

Position Details

- **Hours:** This position offers a flexible schedule of 15 hours a week (with a minimum of one-day onsite, and possibility of scheduled remote work), plus two weeks paid vacation.
- **Supervision:** This position reports to the Pastor (Head of Staff) and works closely with the Treasurer and Finance & Resources Committee. Performance is reviewed at six months and annually thereafter.

Why Work With Us?

At First Presbyterian Church of San Anselmo, you'll find a meaningful and supportive environment where your skills will help sustain our mission of faith, service, and community.

Applicants can submit resume with cover letter to office@togetherweserve.org