

# FULL-CHARGE BOOKKEEPER

## Mountain View Lutheran Church

### **Position:**

- Full-charge bookkeeper, half-time position (20 hours per week).

### **Qualifications:**

- AA Degree in accounting.
- Five years accounting work experience.
- Knowledge of Fund Accounting.
- Ability to interface with church staff and council.
- Maintain highest standard of confidentiality.
- Member of Mountain View preferred.

### **Reports to:**

- Congregation Treasurer.

### **Responsibilities:**

- Record member contributions weekly.
- Prepare quarterly and year end statements for members.
- Process employee payroll including tax filings and other required reports.
- Process accounts payable and maintain accounts payable vendor files.
- Reconcile bank accounts.
- Prepare monthly and year end financial statements and analysis.
- Assist in preparation of annual spending guideline.
- Member of the Finance Committee.

### **Salary range:**

- To be determined.

Applications will be accepted until the position is filled. Please email cover letter and resume to Troy Kehm-Goins, Administrative Assistant, Mountain View Lutheran Church at [tkehm-goins@mtviewlutheran.org](mailto:tkehm-goins@mtviewlutheran.org)

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WE ARE CALLED BY THE HOLY SPIRIT TO LIVE OUT THE LOVE OF GOD IN JESUS CHRIST  
compelled by our calling, we will invite all to worship God and teach disciples to serve Christ in the world