

Bookkeeper Full-Time

Job Summary

The Bookkeeper is responsible for maintaining accurate financial records, managing payroll, and supporting reporting processes for the Pacific Northwest Conference (PNC) and the Central Pacific Conference (CPC), including for their three camps. The position is full time with 70% of time devoted to PNC and 30% of time to CPC. The Bookkeeper reports to the Conference Minister of each conference, and is expected to maintain a home office.

The PNC and CPC are regional bodies of the United Church of Christ, an inclusive Christian denomination. They are Open & Affirming and Just Peace conferences with commitments to antiracist practices.

Key Responsibilities

- Process semi-monthly payroll, including taxes, benefits, and new hire paperwork.

- Perform monthly bank reconciliations across multiple accounts.

- Enter invoices and record customer payments.

- Input vendor bills and prepare outgoing payments.

- Prepare and file sales tax return.

- Track and process staff expense reimbursements.

- Monitor and record business expenses.

- Prepare annual budget and monthly variance analysis reports.

- Maintain organized digital and physical financial records.

- Reconcile and pay credit card accounts.

- Ensure compliance with GAAP and payroll regulations.

- Interact with members and local churches by phone and Zoom.

- Attend meetings as needed.

Qualifications and Skills

- Associate's degree in Accounting, Finance, or related field (or equivalent experience).

2+ years of bookkeeping experience.

Proficient Excel and QuickBooks [CDM+] skills.

Familiarity with finances in a religious non-profit environment.

Strong attention to detail and accuracy.

Excellent organizational, time management, and communication skills.

Ability to work independently and meet deadlines.

Preference for candidates in Oregon, Washington, or Idaho.