

## **Old First Presbyterian Church Advertisement for Bookkeeper**

November 12, 2014

**Description of the Organization:** Old First Presbyterian Church is the oldest Presbyterian church in San Francisco, dating from 1849. The church is part of the Presbyterian Church (USA) and is located at the corner of Van Ness and Sacramento Street.

**Description of Position:** Initially, the Bookkeeper will assist the Finance Committee of the church to set up a new financial reporting system using QuickBooks (QB). This will include...

- Reviewing existing processes (e.g. check requisitioning and reporting) and interfaces (e.g. between ADP and QB)
- Developing new and improved processes and reports
- Testing new processes and interfaces to ensure they will be fully operational on 1/1/15

Subsequently the Bookkeeper will be responsible for maintaining the financial records of the church using QuickBooks. This includes, but is not limited to...

- Recording weekly deposits
- Preparing checks
- Ordering payroll checks on-line (from ADP)
- Reconciling bank statements
- Preparing monthly financial reports, including comparisons to budget

**Other Details:** The Bookkeeper will work as an independent contractor for approx 25 to 35 hours per month. The schedule is flexible, but it is expected that the Bookkeeper will work at the church in San Francisco.

### **Our preferred candidate will have...**

- 3+ years bookkeeping experience, including church or nonprofit experience
- QuickBooks and Excel experience
- Experience using ADP is desirable
- Excellent verbal and written communication skills
- Able to keep information confidential

Compensation rate will be commensurate with Bookkeeper's experience.

Interested candidates should...

1) Submit their resume to:

Michael Berg

Email: [Search@oldfirst.org](mailto:Search@oldfirst.org)

Website: [www.OldFirst.org](http://www.OldFirst.org)

**Please do not call the church.**

2) Explain why a part-time work schedule is desired