

ISSAQUAH CHRISTIAN CHURCH JOB PROFILE

Position - Full Charge Bookkeeper

Vision and Mission of Issaquah Christian Church

ICC is making apprentices of Jesus in the everyday stuff of life. This is happening through the development of localized missional groups who are showing and telling the Gospel through transformative relationships as well as weekend worship and teaching environments.

The Position of Full Charge Bookkeeper

Your Team:

This position works directly with and reports to the Office Administrator and is accountable to the Elders and relates to other ministry leaders of ICC especially the Finance Team

Primary Responsibilities and Tasks:

- Familiarity with Quickbooks Online is a must.
- Revenue: summarize and record offerings, designated funds and other income sources
- Expenses: pay and record expenses, including payroll
- Record journal entries, as applicable
- Maintain designated funds reconciliation
- Maintain & reconcile petty cash fund
- Prepare monthly financial reports, quarterlies, and annual statements
- Assist Board of Elders and Ministry leaders with Budget prep

Pay and Benefit Structure

- \$20-\$25/hour, depending on experience, 4-6 hours a week.
- Health/dental/vision insurance is not provided for by the church.
- One week of vacation pay (15 hours) per year begins to accrue after 3 months of serving in the position. Sick time per state requirement of 1 hr for every 40 hours worked (approx 20 hr/yr).

About Issaquah Christian Church

The church was started 1970, when students from then Puget Sound Christian College saw the need for a church in Issaquah and started one. They first met in Gibson Hall near the fish hatchery and then moved to the Mercantile Building. The first building was built in 1980 on our existing property just south of downtown to better serve the members and the community.

God has provided various pastors and leaders at the right time to help ICC serve the Greater Eastside and bring the message of hope in Jesus. The church is elder led and staff run. Aaron Bauer (also one of the elders) has been the Senior Pastor since July 2016 and manages the staff. You can find out more about him, his family, ministry, style and the church using the following links.

<https://www.linkedin.com/in/baueraaron/>

<https://www.facebook.com/aaron.bauer>

<https://twitter.com/aaronbauer>

<https://issaquah.cc>

<https://aaronbauer.co>

The position is open as of February 1st, 2020. Send resume and cover letter to office@issaquah.cc by February 15th, 2020 to be considered as an applicant.