

ISSAQUAH CHRISTIAN CHURCH JOB PROFILE

Position – P/T Bookkeeper

Primary Responsibilities and Tasks:

- Familiarity with Quickbooks 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

Your Team:

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

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).

To apply, please send cover letter and résumé to office@issaquah.cc

The logo for Issaquah Christian Church features the word "Issaquah" in a large, bold, black sans-serif font. Below it, the words "CHRISTIAN CHURCH" are written in a smaller, all-caps, black sans-serif font. The text is positioned on the right side of a decorative wavy line that spans the width of the page, with a red upper curve and a light beige lower curve.

P.O. Box 1028 Issaquah, WA 98027

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 Aaron and his family, the church and the ministry at ICC using the following links.

<https://issaquah.cc>

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

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

<https://twitter.com/aaronbauer>

<https://aaronbauer.co>



Issaquah
CHRISTIAN CHURCH

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