



Bookkeeping Job Description - Contract Labor

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Virtual Church Secretary, LLC (VCS) provides administrative and bookkeeping services to churches and ecumenical not-for-profit organizations. The position of Bookkeeper is a full charge, part time position assisting one or more clients utilizing QuickBooks Online (QBO).

This is a contract labor position. VCS will invite contractor to VCS's QBO Team and provide access to assigned client accounts. Contractor must be able to provide VCS a W9, and VCS will provide a 1099 by February of each year. Contractor will be expected to sign a non-compete clause prior to working with VCS.

Applicant Qualifications

- Possess a basic understanding of accounting
- Competent and experienced with QBO (Desktop is not comparable to Online)
- Able to manage an account with little supervision but also able to ask for help or review on complicated transactions
- Able to meet client's needs for financial reports in time for their monthly council meeting
- Able to distinguish between urgent and non-urgent needs of client requests and respond accordingly which requires a flexible schedule
- Experience with posting Sales Receipts, Deposits, Expenditures, Bill Pay, Bank Reconciliations, Bank Register, Restricted Funds
- Possess excellent organizational skills and the ability to organize content in Google, One Drive or Dropbox
- Ability to review financials and self-correct transactions
- Familiar with customize reports feature in QBO and experience with exporting to Excel and formatting reports

Not mandatory but would be preferable:

- Experience working or volunteering in a church or not-for-profit environment
- Payroll experience including back loading payroll history
- Clergy payroll experience
- Experience converting Desktop accounts to Online version
- Donor platforms
- Experience with Melio Bill Pay
- Experience with accounting reviews (in lieu of audits)

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