

Job Opening

Parkway Presbyterian Church is seeking a part-time Bookkeeper

Individual is responsible for managing church finances and financial business processes. This includes processing weekly offerings and other forms of income, bill payment as well as oversight of purchasing, expense reimbursement, check request, petty cash and payroll processes.

Knowledge of accounting software required - experience with ACS Technologies or other fund accounting software preferred; willingness to learn ACS. Ability to analyze financial data and prepare financial reports; flexibility; good interpersonal skills, ability to work in a confidential work environment with sensitive information.

Enjoyable work environment, easy parking, friendly people.

Submit resume and references to:

pmmg1401@gmail.com

attention - personnel