

Part-time Bookkeeper, Bedford Presbyterian Church

Bedford Presbyterian Church in Bedford, NY (www.bedfordpreschurch.org) is looking for a part-time bookkeeper on a part-time basis. Hours are flexible and we are open to creating a flexible work environment for the right candidate. The position provides key support to our Senior Pastor and Treasurer/Finance Committee.

Below are the basic qualifications we are seeking:

- Previous experience with non-profit bookkeeping (church preferred)
- Experience with ADP payroll
- Previous experience with either ACS Financial or Quick Books
- Ability to support our Investment Committee and Endowment activity
- Previous experience with PayPal account management and reporting
- Ability to work with a diverse group of staff and church volunteers
- Flexible working hours, salary commiserate with experience

BPC is home to approximately 200 families and has an annual operating budget of approximately \$650,000.

Resumes may be sent to Stephen Skillman, stephenmskillman@gmail.com