



## **Job Posting Description: BOOKKEEPER**

[Immanuel Lutheran Church/Immanuel Community Services](#)

1215 Thomas Street  
Seattle, WA 98109  
206-662-1930

### **ORGANIZATION OVERVIEW**

Immanuel Lutheran Church (ILC) and Immanuel Community Services (ICS) utilize the same location while remaining affiliated but separate entities. ILC is an ELCA Church that was formed in 1890 and has been located in South Lake Union for more than 100 years.

ILC's congregation has many ministries rooted in the following core values

- Celebrate and share God's love
- Invite and welcome all
- Build relationships, nurture community
- Rekindle hope
- Expect God's love to change us

ICS was formed in 2002 as a separate entity from ILC. ICS is a human services nonprofit with many established programs including providing shelter to men in recovery, running a hygiene center, and organizing a community food bank.

Both organizations are inspired by faith and a purpose for improving the greater good of our community.

### **POSITION OVERVIEW**

The Bookkeeper for ILC and ICS is a contract position designed to maintain the financial records of both organizations. The Bookkeeper for these organizations will work closely with the Office Administer, Church Treasurer, and Financial Secretary for ILC. They will work closely with the Board Treasurer for ICS. The Pastor of ILC and Executive Director of ICS will serve as direct supervisors while providing support and guidance. Each entity requires 15-20 hours of work each month for a total of 30-40 hours per month collectively.

## **SCOPE OF DUTIES**

The Bookkeeper's main responsibilities are:

- Payroll administration, including payroll preparation and funding
- Preparation of accounts payable checks to be signed by key leaders
- Data entry of invoices and payroll registers into accounting software, Quickbooks and Logos
- Online banking and electronic fund transfers
- Bank account reconciliations
- Utilize Quickbooks and Logos software to produce monthly and quarterly reports
- General filing and maintaining strong organization of financial records

## **QUALIFICATIONS**

Strong candidates for the position will have

- Knowledge of Generally Accepted Accounting Principles (GAAP) for nonprofits
- Minimum 4 years' experience working as the sole bookkeeper for similar organizations. Experience working for nonprofit organizations is preferred but not required
- Exceptional organizational skills
- Great communication skills, specifically related to timely and accurate presentation of financial information
- Highly detail oriented
- Positive and collaborative approach to working with others

## **COMPENSATION & COMMITMENTS**

Compensation: ILC/ICS will provide compensation of \$25 per hour

Hours: Hours are flexible, 30-40 hours per month as needed

**To apply, please send resume and cover letter to:**

Hiring Team  
hiring@icsseattle.org