



Hunting Ridge Presbyterian Church
4640 Edmondson Ave. Baltimore, MD 21229
Job Description

Position Title: Bookkeeper

Reports to: Pastor

Status: Non-exempt, Part-time, up to 20 hours per month or by contract, hybrid work arrangement

Date: March 11, 2024

Salary Range: approx. \$20/hr.

Summary:

HRPC's bookkeeper is the gatekeeper of financial transactions for the congregation and must be organized, a critical thinker and keep confidentiality. This position works closely with the treasurer, pastor and clerk of session to maintain and report timely financial information.

Qualifications:

- Minimum of 3 years bookkeeping and business office operations;
- Experience with bookkeeping or business software – QuickBooks is preferred;
- Functional knowledge of Microsoft Office Suite, including Outlook, Word and Excel;
- Excellent written and oral communication skills; and,
- Ability to prioritize work and meet deadlines.

Primary Responsibilities:

- Process bi-monthly payroll;
- Maintain and update payroll calculations, working with tax accountant;
- Work with accountant to prepare and file regulatory forms;
- Maintain State tax account for Maryland Tax Connect;
- Process vendor payments;
- Process approved reimbursement requests;
- Reconcile bank statements monthly;
- Maintain financial transactions and budget in QuickBooks;
- Maintain spreadsheet that tracks financial accounts;
- Generate monthly financial reports and work with Treasurer to reconcile;
- Monitor lessee rent payments; and,
- Assist with annual budget process and other analyses upon request.