



BOOKKEEPER POSITION OPENING

Bookkeeper (PT) Center Church in Hartford is seeking a candidate to fill its Bookkeeper position for up to 20 hours per week (up to 30 hours seasonally, depending on workflow.) This position is primarily responsible for the accurate and timely posting of cash receipts; the creation and posting of cash disbursements; the recording of pledge promises and payments (including EFTs); the monthly, quarterly, and annual financial reporting to members, boards, and committees; and any other financial activity that is required. In addition, this position is responsible for the answering of phones and the door when the receptionist is not available, and any other tasks as assigned by the Church Administrator. The candidate must understand the principles of accounting, debiting and crediting the appropriate accounts for all transactions. Knowledge of PowerChurch+ and Vanco EFT software a plus. Must be able to use Microsoft Word, Excel, and GMail. If this position interests you and you meet these qualifications, please send your resumé and a cover letter to Marie Ferrantino, Church Administrator at mferrantino@cchartford.org (no phone calls, please.) References and background checks are required for all serious candidates.

The First Church of Christ in Hartford
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A member of the United Church of Christ
www.centerchurchhartford.org