

# FIRST BYRON JOB POSTING



## WE ARE SEEKING A PART TIME ACCOUNTING CLERK 15-20 Hrs/Wk

### REQUIREMENTS :

Male / Female Committed Follower of Jesus Christ, Committed to personal integrity and prayer in life /Basic accounting knowledge /Familiarity with Quickbooks or similar accounting software /Excellent Organizational Skills /Protects Confidential Information /Profficient in Microsoft Office /Associate Degree or higher and 5 years of previous accounting experience

### APPLY NOW!

More Information

616-217-1156

Visit our website:

<https://www.firstbyroncrc.org/>



### BASIC DUTIES:

- Maintain the General & Other Funds through accounting software.
- Write Checks for church payments.
- Balance checking account with bank statements.
- Prepare monthly financial reports for General, Mission, Chr Ed Funds.
- Prepare records for semi-annual financial reviews.
- Provide contribution statements twice per year.
- Prepare quarterly the employers Federal Tax Return, withholding, Social Security, Medicare, and State witholds.
- Annually prepare W-2 and 1099-MISC.
- Develop a system to account for transactions by establishing a chart of accounts.

Send your CV & Application Letter to :

[selenbaas@firstbyroncrc.org](mailto:selenbaas@firstbyroncrc.org)