

Job Opportunity: Church Bookkeeper/Office Administrator

Organization: Living Faith Fellowship

Location: Klamath Falls, OR

Position Type: Part-Time (approximately 10-12 hours per week)

Compensation: TBD- A competitive salary will be based upon education and experience.

Position Overview:

As the Bookkeeper/Office Administrator, you will serve the church by assisting the Senior Pastor in managing, supervising, planning, and coordinating the church's financial affairs and ensuring its long-term financial health. This role is a blend of accounting, executive support, and office management. We're looking for a friendly, organized, dependable, faith-filled Christian who enjoys serving others and helping the church's ministry run smoothly.

Key Responsibilities

Contributions & Revenue Management

- Accurately record, classify, and track all donations, offerings, and income streams with the highest level of confidentiality and integrity
- Maintain organized giving records and prepare annual contribution statements in compliance with IRS guidelines
- Prepare and process bank deposits securely and timely

Accounts Payable & Expense Management

- Process vendor invoices, staff reimbursements, and payments with proper documentation and approvals
- Oversee all church credit card activity, ensuring timely submission, accurate coding, and adherence to spending policies
- Reconcile credit card statements monthly and resolve any discrepancies
- Prepare and submit required tax filings and payments (payroll, sales/use, etc.) accurately and on time
- Record payroll journal entries and ensure proper allocation across departments and funds

Internal Controls & Financial Stewardship

- Maintain strong internal controls to safeguard church assets across all locations
- Ensure all accounting practices align with established organizational policies

Budgeting & Financial Reporting Support

- Support the development, tracking, and monitoring of the annual budget.
- Assist in preparing financial reports and providing insights to leadership for informed decision-making

Audit & Compliance Support

- Support external audits, financial reviews, and compliance processes
- Stay current on financial, tax, and nonprofit compliance requirements through ongoing education

Financial & Purchasing Support

- Research and order office and cleaning supplies, manage inventory, track expenses against ministry budgets, and collaborate regularly with the church administrator.
- Assist with special projects, process improvements, and additional duties as needed

Office & Executive Operations

- Manage daily church office logistics, answer incoming calls, greet visitors, handle mail, and provide administrative support to the Lead Pastor, staff, and deacons. Create notes/slides for Sunday services.

What We Are Looking For

Personal Qualifications:

- A relationship with and commitment to Jesus Christ;

- Subscribe to Living Faith's Statement of Faith, Church Covenant, and Church Bylaws.
- A heart for people: A warm, professional demeanor with excellent written and verbal communication skills.

Experience: 5+ years of accounting/bookkeeping experience (ideally in a church or non-profit environment); post-secondary training or related degree preferred. Have experience in maintaining financial, fiscal, and payroll record keeping.

Tech-Savvy: Experience utilizing online calendars, email systems, and standard office productivity tools (Microsoft 365 or Google Workspace) and Church Management Software (Church Center/Planning Center and KidCheck). Ideal candidates will have experience in Canva/PPT/Google Slides, Excel/Sheets, and Word.

Core Strengths: High attention to detail, exceptional organizational capabilities, and a commitment to maintaining absolute confidentiality. Be able to read, interpret, and explain tax and payroll laws, rules, and regulations, and to stay updated with new laws, rules, and regulations related to taxes and payroll.

*This job description summarizes the primary duties and responsibilities of the position. It is not intended to list all duties and responsibilities comprehensively. Contents are subject to change at management's discretion.