



Accounting Assistant- Naperville, IL

Position Summary:

If you have experience in accounting, are detail orientated, and looking for a part-time role, we want to hear from you! Good Shepherd Church is looking for its next Accounting Assistant. Reporting to the Finance Director, this role is responsible for processing, reviewing, and reporting the financial data of the church including accounts payable, accounts receivable, and assisting in payroll.

Job Details:

Location: This is an onsite position in Naperville, IL.

Hours: Part-time 20 hours per week Monday-Thursday

Compensation: \$22-\$24

Benefits:

- Paid time to include holidays, vacation days, personal days, and sick time.
- A discount on Good Shepherd Preschool tuition

Organization Overview:

Good Shepherd Lutheran Church is part of the Lutheran Congregations in Mission for Christ and will be celebrating our 50-year anniversary this year. We are focused on serving the spiritual needs of our local community and on leveraging the time, talents and financial resources of people in this area to help others in our community, across the nation and around the world.

Good Shepherd has over 25 employees and about 700+ active members who attend congregation weekly. They also have over 15 different ministries from children, teens, and adults as well as focused ministries such care, missions, and disability. In addition, Good Shepherd has a preschool focused on early education for children 2-5 years old. To learn more about our church and different ministries, please visit <https://gshepchurch.org/>.

Responsibilities:

- Provide support to the Finance Director in a variety of accounting and financial activities.
- Process and record all accounts payable.
- Provide day-to-day input and processing of accounting activities including contributions and other income, accounts payable/charge cards, month-end reporting, and assistance with federal and state reports.
- Process and record all deposits of contributions and other church income weekly.
- Assist in preparing and distributing financial reports.
- Assist in payroll-related activities.
- Provide support for the annual budgeting process, including special reports related to budgeting.
- Develop and prepare custom reports as requested.

Requirements:

- Associates degree in Business, Accounting, or related field
- 2+ years of accounting including accurate and efficient accounts payable and/or receivable. Equivalent combination of education and experience will be considered.
- Knowledge of accounting principles and financial control processes
- Ability to create accurate reports

- Ability to maintain confidentiality regarding members' contributions, the church's financial data, and employee information
- In depth knowledge of Microsoft Office applications including Excel and Word and ability to learn church's database management and payroll systems
- Ability to complete all work accurately and with consistency

To Apply:

If you are looking to use your gifts to help support Good Shepherd Lutheran Church, we want to hear from you. Please submit both your cover letter and resume to <https://goodshepherdlutheranchurch.recruitpro.com/jobs/317402-52777.html>. In the cover letter make sure to include what interests you in the role and Good Shepherd Church and why your previous work experience aligns to the position.

Good Shepherd Lutheran Church is an equal opportunity employer

AI may have been used during the recruiting process. See ([link](#)) to learn how

Key Words: Accounts Payable Specialist, Accounts Receivable, Accounting Coordinator, Accounting Specialist, Accounting Clerk, Bookkeeper, Accountant, Finance Clerk