EASTMINSTER
CHRIST-CENTERED ♦ CROSS-CULTURAL

Financial Bookkeeper – Eastminster Presbyterian Church – Pittsburgh, PA

Eastminster Presbyterian Church is seeking a Financial Bookkeeper to help us steward the resources of the church. This position provides a unique opportunity to participate in a vibrant and interracial community of faith located in the heart of East Liberty, Pittsburgh. Eastminster is driven by its mission to be Christ-Centered and intentionally cross-cultural in all its ministries. We are dedicated to Jesus Christ, racial justice, reconciliation, Spirit-filled worship, and following the Lord into the community to serve. To learn more about Eastminster Presbyterian Church, visit us at www.eastminsterchurch.net.

PURPOSE

The Financial Bookkeeper ensures the financial integrity, compliance, and day-to-day accounting operations of Eastminster Presbyterian Church. Reporting to the Interim Director of Operations and working in alignment with the Session and Property & Finance Committee, this role is responsible for accounts receivable, accounts payable, processing of payroll, and member contribution tracking. By maintaining accurate financial records, enforcing dual-control internal procedures, and providing diligent cash flow monitoring, the Financial Bookkeeper safeguards church resources and supports the broader mission and ministry of the congregation.

RESPONSIBILITIES

Revenue & Receivables Management

- Process incoming church revenues, including online giving, check deposits, and wire transfers.
- Maintain complete and accurate journals and ledgers for all funding sources, ensuring accurate account distribution.
- Partner with designated counters to secure and verify Sunday morning offerings in accordance with dual-control financial policies.
- Make regular bank deposits and keep precise tracking records.

Accounts Payable & Reconciliations

- Review, verify, and process church and Childcare Center invoices for accuracy, proper coding, and required authorization.
- Issue vendor payments on a timely schedule and manage the dual-signature approval workflow.
- Perform monthly bank reconciliations across all institutional accounts and submit to Interim Director of Operations for review.

Payroll & Personnel Records Administration

- Submit payroll to approved payroll vendor for all church and Childcare Center staff.
- Assist the Interim Director of Operations in registering and enrolling all church and Childcare employees in appropriate retirement, health insurance, pension, annuities, and payroll-related plans.
- Track and log employee benefits, including vacation, personal, and sick leave balances.

Donation Tracking & Member Stewardship

- Record weekly member contributions and maintain confidential individual pledge records.
- Update member database profiles to ensure accurate quarterly contribution statements and

offering envelope distributions.
- Prepare and distribute quarterly and year-end contribution statements for congregation members.

Cash Flow Monitoring & Financial Oversight

- Monitor daily cash flow and notify the Interim Director of Operations of upcoming liquidity needs or fund transfers.
- Collaborate with the Interim Director of Operations to support triennial external audits and annual internal reviews for the Property and Finance Committee.

Systems & Equipment Management

- Manage accounting software operations, staying current on system updates and communicating technical needs to the Interim Director of Operations.
- Assist Interim Director of Operations in the management of vendor contracts for office technology (copier, postage machine, folding machine,), making proactive recommendations for contract renewals or equipment upgrades.

Administrative & Team Integration

- Participate actively in weekly devotions and staff meetings to align financial operations with church operations and community life.

QUALIFICATIONS/EXPERIENCE

- Education –Bachelor's degree preferred in Accounting, Finance, Business Administration, or a related field.
- Experience – 3-5 years of bookkeeping or accounting experience managing accounts receivable, accountable payable, payroll, benefits, and general ledger reconciliations.
- Background Checks - Must possesses or obtain current Act 33, 34 and FBI fingerprint clearances.
- Mission Fit - Commitment to the vision, mission, and values of Eastminster.
- Attention to Detail and Integrity - High standard of accuracy, confidential record-keeping, and strict adherence to internal controls.
- Financial Stewardship – Proactive communication around cash flow, budget anomalies, and audit preparation.
- Accounting Software – Proficiency in church management/accounting platforms (ACS Technologies, OnRealm, etc.) or standard software like QuickBooks.
- Banking Systems – Experience handling online banking platforms, ACH transfers, and electronic deposit systems.

SCHEDULE & COMPENSATION

- This is a non-exempt, full-time position (40 hours per week).
- Compensation: $50,000 annually.
- Benefits: Excellent benefits package includes paid vacation, holidays, health and dental insurance, and matching 403(b) (i.e. 401k) plan.

Reports to: Interim Executive of Operations

Accepting applications through January 15, 2027* | *Email resumes to office@eastminsterchurch.net

As Eastminster Presbyterian Church is a Christ centered, intentionally cross-cultural church, all employees are to be committed to the gospel of Jesus Christ in both behavior and lifestyle. It is understood that all employees of the church will be committed to this vision and be welcoming and invitational to all persons in the course of completing their duties. All staff members are called to be enthusiastic and energetic in their work for the Lord. This job description is not intended to form a guarantee and or contract regarding any term and or condition of employment. Accordingly, Eastminster Presbyterian reserves the right to modify or change any and all terms or conditions, including, job duties and requirements based on operational, fiscal and or performance issues or demands.