

Grace Lutheran Church, a congregation of the ELCA, is looking for a Bookkeeper. This is a part time, hourly position with flexible hours. We are a welcoming community of faith located in the beautiful Merle Hay and Beavertdale Neighborhoods, in Des Moines, IA (named one of the “America’s Prettiest Neighborhoods” by Forbes Magazine). Duties and responsibilities are to: coordinate weekly office deposit, process accounts payable, payroll, and payroll taxes, and maintain the office budget.

Minimum qualifications include:

- Experience with bookkeeping
- Excellent oral, written, and computer-based communication skills
- Excellent computer skills, especially in Word, Excel, and ability to learn church system software, Automated Church Systems.
- Pass a background check.
- Bachelor’s degree *preferred*
- Experience in a church setting, *preferred*

To apply by sending a CV/resume, list of references, or for more information, please contact:

Pastor Michael Schmidt

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