



New Castle Congregational Church  
PO Box 395, 65 Main Street  
New Castle NH 03854  
603.431.8672

September 3, 2024

**Job Description - Part time, temporary bookkeeper**

**Skills:** Excel, Word, Mail Merge. QuickBooks helpful. Financial confidentiality required.

**Time frame:** 6-8 hours per week; Mid-October (job shadowing possible)– January 2024, overall somewhat flexible

**Location:** 4 hours in person at the Church administrative office; 2-4 hours may be remote

**Days:** Tuesdays desirable

**Duties:** Pick up post office and electronic mail to retrieve invoices and contributions. Verify approvals as per established guidelines, write checks for all invoices; make copies; mail and file paper copies in Church office.

Retrieve Sunday service donations and summary sheet; add mailed donations and prepare all for deposit.

Post all donations on excel "Donor Tracking Sheet"

Make deposit at local bank.

Beginning of Month – Reconcile two bank accounts

End of Month – report payroll to Payroll Services for 4 employees

Prepare outdoor caretaker check.

January – prepare tax letters with Mail Merge, address envelopes, stuff and mail

Related bookkeeping such as tracking annual pledges on excel, and some administrative tasks

**Supervision:** Weekly meeting with Church Treasurer; overall, responsible to Pastor

**Hourly Rate:** Market rate – TBD

**Contact:** Phyllis L. Stibler, NCCC Trustee Chair [pstibler@comcast.net](mailto:pstibler@comcast.net), 603-498-8952