

## Seeking Bookkeeper Staff

Accotink Universalist Unitarian Church of Burke, VA is seeking a Bookkeeper staff person. We are open to sharing this position with other churches; please see our posting at <https://ministrysearch.uua.org/collaboration/28>.

---

**Position Title:** Bookkeeper

**Location:** Accotink Universalist Unitarian Church of Burke, VA

**Percent of Time or Hours:** 5-10 hrs per week

**Remote work** is possible for this position

**Explanation:**

The church has recently established a new division of duties in line with financial best practices and is seeking a Bookkeeper to carry out designated financial tasks and to collaborate with two church volunteers responsible for other financial matters. The Bookkeeper will be responsible for carrying out disbursements including writing and mailing checks, confirmation of receipt of goods, reconciling the bank statement; processing payroll; making adjustments; and recording donations. This position will also provide financial reports to the minister and Executive Committee. The anticipated start date is Sept 1, 2021 and ongoing.

**Requirements:** Prior experience in tracking financial transactions, preferably for non-profit organizations. Experience with Realm software is a plus, but not required.

---

### Contact Info

If your congregation is interested in staff sharing or if your staff is interested in assisting the Accotink Universalist Unitarian Church of Burke, VA with their request, please contact the individual below:

**Name** Joe Tuggle

**Email** [finance@accotinkuu.org](mailto:finance@accotinkuu.org)