Lutheran Women in Mission (LWML) is seeking a dedicated and detail-oriented Bookkeeper to join our team. The ideal candidate will have a strong background in accounting, finance, and nonprofit management. As the Bookkeeper, you will play a crucial role in ensuring the accurate and efficient financial management of our organization.

**ESSENTIAL JOB FUNCTIONS:**
- Maintain accurate and up-to-date financial records using QuickBooks accounting software.
- Record day-to-day financial transactions and maintain accurate records related to accounts payable and receivable.
- Assist in maintaining accurate and detailed general ledger accounts.
- Receive and review invoices for goods and services, ensuring accuracy and adherence to organizational policies, and code invoices with proper account classifications.
- Maintain relationships with vendors and respond to inquiries regarding payment status or discrepancies.
- Process payments through various methods, including checks, electronic transfers, and online payment platforms.
- Ensure timely and accurate payment of invoices while taking advantage of any applicable discounts.
- Administer and process expense reimbursements in accordance with organizational policies, and verify receipts and documentation for reimbursement requests.
- Generate and issue invoices for various billable items and ensure accuracy with proper coding and documentation.
- Process and record incoming revenue in accordance with accounting principles and gift acceptance policy.
- Assist in the development and monitoring of the operating budget for Lutheran Women in Mission.
- Track and report budget variances to ensure financial stability.
- Reconcile bank statements and financial accounts regularly.
- Investigate and resolve any discrepancies or issues in a timely manner.
- Oversee the processing of payroll, ensuring accuracy and compliance with federal, state, and local regulations.
- Maintain records of employee benefits, taxes, and other payroll-related information.
- Generate and analyze financial reports for management and stakeholders.
- Prepares year-end issuance of IRS Form 1099 forms.
- Prepare accounts receivable aging reports to identify overdue receivables.
- Assist in the preparation for biennial audits and work with auditors as needed.
- Maintain organized and detailed financial records for audit purposes.
- Research and apply accounting guidance to ensure compliance with Generally Accepted Accounting Principles (GAAP).
- Stay informed about relevant accounting regulations and ensure compliance.

**EDUCATION AND EXPERIENCE:**
- Bachelor’s degree in Accounting, Finance, or a related field.
• Proven experience as a bookkeeper, preferably in a nonprofit setting.
• Proficient with QuickBooks and Excel.
• Previous experience working in LCMS-related capacity preferred.

KNOWLEDGE, SKILLS AND ABILITIES:
• Knowledge of nonprofit accounting principles and regulations.
• Excellent attention to detail and accuracy.
• Strong organizational and multitasking skills; ability to meet deadlines while coordinating multiple projects and tasks.
• Effective communication and interpersonal skills; demonstrates a high level of professionalism in dealing with confidential and sensitive issues.
• Ability to work collaboratively and creatively in a fast-paced environment.
• Supportive of and enthusiastic about LWML’s mission and ministry.

SUPERVISORY RESPONSIBILITY: None

POSITIVE TYPE: Full-Time

SALARY: $45,000 - $50,000 per year plus comprehensive employee benefits package

REPORTS TO: Executive Director

LOCATION:
This position is based at our headquarters on the Concordia Seminary campus in St. Louis, Missouri.

APPLY:
Interested candidates should submit a resume and cover letter to careers@lwml.org. Please include “Bookkeeper – [Your Name]” in the subject line.

ABOUT LWML
The Lutheran Women’s Missionary League (LWML) is the leading women’s organization of The Lutheran Church—Missouri Synod. Since 1942, LWML has focused on affirming each woman’s relationship with Christ, encouraging and equipping women to live out their Christian lives in active mission ministries, and to support global missions. We’re a nonprofit organization that encourages women to joyfully proclaim Christ, support missions, and to honor God by serving others.