

EPISCOPAL CHURCH OF THE NATIVITY

Appendix A, Item III

Church Bookkeeper, Position Description

Revision Date: 03/15/2018

The responsibilities listed are representative of the job and are not all-inclusive.

General Description

- The bookkeeper is a paid, contract position not eligible for benefits
- The work direction is primarily received from the Treasurer, occasionally the Junior or Senior Warden
- The bookkeeper is responsible for the financial bookkeeping for all of the funds for the church including operating, rental, and capital.

Responsibilities

- With direction from the Finance Committee, the bookkeeper balances and reconciles all accounts on a monthly basis.
- Enter weekly contributions and miscellaneous deposits from reports prepared by church tellers and contributions manager.
- Track billing and process monthly bill payments.
- Process weekly check requests and reimbursements, submit them to treasurer for signature and record transactions in Parishsoft/ConnectNow Accounting.
- Process twice-monthly payroll with ADP and record in ConnectNow Accounting. Including implementation of changes in employee compensation or deductions.
- Complete bank reconciliations for all bank accounts
- Balance investments and record in ConnectNow Accounting.
- Enter new approved budget annually in ConnectNow Accounting.
- Prepare, files and distribute monthly financial reports to the vestry, individual ministry teams and paid staff.
- Produce and report annual tax forms for staff(w-2), vendors and contracted services (1099) no later than January 31 following the close of the previous tax year.
- Keep records for annual audits to support its completion.
- Report monthly of the status of our clergy and lay employees' pension and benefits payments into the Church Pension Fund/Fidelity Investments, those that were employee paid, those that were employer matched, those that are employer paid only. This will involve work with the treasurer.
- Participate in the year end close and work with the treasure and finance team in the preparation of the reports for use at the annual meeting.

Skills Required

- A minimum of an associate's degree in accounting or equivalent work experience
- Practical experience in fund-based accounting Perferably with experience in church accounting.
- Proficiency in computer skills including MS Word, Excel.
- Experience in working with a payroll agency to provide payroll for a small employee roster.
- Attention to detail and precision in account reconciliation and report generation
- Ability to perform duties independently with a minimum amount of supervision

Time Commitment

28 – 32 hours per month depending of accounting cycles

