



## **Bookkeeper**

### Position Description

#### **Summary of Position**

Part-time (14-16 hours a week) bookkeeper for the Episcopal Church in Minnesota. We are looking for someone who is detail oriented with a head for numbers and will fit into the culture of the office. This position is currently held by a full-time student at the U of MN who is graduating in May of 2019. This position is a great fit for anyone who desires a positive work environment with flexible hours.

#### **Work Environment**

This position requires a strong team player who is aware of the role the episcopate plays in maintaining the strength and vitality of the Episcopal Church in Minnesota. S/he must be able to effectively communicate and interact with a broad range of individuals and constituencies. This individual must be committed to supporting the mission and ministry of the Episcopal Church in Minnesota in all dimensions of the job, including some flexibility with personal work schedule to accommodate the needs of the Bishop and for special events and conferences.

#### **Essential Duties and Areas of Responsibility**

- Booking AP/AR with appropriate GL coding
- Data Entry
- Creating Journal Entries
- Preparing 1099 vendor information
- Payroll Processing
- Bank Reconciliation
- Bank Deposits and Transaction Posting
- Mail merges
- Weekly check processing
- Scanning/Filing
- Generating GL and other financial reports

#### **Experience and Skills:**

- Proficient in MS Word and Excel
- Problem solver
- Detail oriented

**Desired Qualifications:**

- Knowledge of Financial Edge Desktop & NXT
- Previous bookkeeping experience/knowledge

To apply please email [applications@episcopalmn.org](mailto:applications@episcopalmn.org) with your resume and your current favorite movie or TV show and a note about why you love it!