



## The Episcopal Church of the Ascension

### BOOKKEEPER JOB DESCRIPTION

**DEPARTMENT:** Parish Office

**POSITION TITLE:** Bookkeeper

**REPORTS TO:** Treasurer and Rector

**POSITION DETAIL:** Contracted Part Time, Non-Exempt

#### **POSITION SUMMARY:**

The Bookkeeper is responsible for executing church finances operations and financial business processes. This includes processing weekly offerings, other forms of income, payroll processing, employee / HR related processes and payment processing.

#### **TO APPLY FOR THE ROLE:**

Send a cover letter and resume including past 10 years of work history to:

[search@aechurch.org](mailto:search@aechurch.org). You will receive an acknowledgement of receipt of your application. The post will stay active until the position is filled.

#### **EXPECTATIONS OF EMPLOYEE:**

- Adheres to all policies, safety policies and procedures and the core values of the Episcopal Church
- Adheres to the P-Respect covenant and confidentiality requirements
- Performs duties as defined, assigned and as workload necessitates
- Maintains a positive, respectful, and highly communicative attitude and approach
- Maintains a demeanor that creates positive team atmosphere
- Consistently reports to work prepared to perform duties of position
- Manages time well and meets organization productivity standards

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Verify contributions from weekend collections, mail, drop-off in office, sacramental offerings, and other gifts, etc. post into financial applications & deposits checks
- Post stock gifts to the general and restricted accounts per donor instructions
- Prepare general and restricted account requests for the transfer of funds to various accounts
- Prepare deposit slips and assure that the deposit matches the detailed information
- Prepare reimbursement and invoice payment checks for distribution verifying that proper procedures are followed
- Maintain ACH files per donor instructions
- Post the ACH member payment to the correct member accounts
- Oversight of credit card purchasing, expense reimbursement, check requests and petty cash
- Track and process ECMN payments, prepare reports to the Diocese
- Verify pre-numbered bank security bags and verify that the funds contained match stated amounts??
- Process and submit monthly and quarterly envelope reports to Church Budget??
- Prepare gift acknowledgment and memorial letters??

- Other responsibilities and duties as assigned

**QUALIFICATIONS:**

- AA or AS degree in Accounting, Business or a related field required.
- 3-5 years of experience in Accounting, Business, or a related field
- Ability to learn multiple databases
- Experience with QuickBooks and Microsoft Office
- Attention to detail with a high level of accuracy
- Strong personal credit history and clean background check
- 3 references from former employers
- Church bookkeeping experience preferred

**WORKING CONDITIONS AND PAY:**

- Remote and in office as indicated
- 8-10 hours per week
- This is a contacted per hour position with pay range in \$20 - \$30 per hour based on skills, qualifications, and experience.

**LANGUAGE SKILLS:**

- Excellent written and verbal communication skills required
- Ability to read, analyze and interpret information

**Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the Parish.**

**JOB DESCRIPTION ACKNOWLEDGEMENT**

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with this position. While this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer.

I understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.

For questions or additional information please contact: [j.prust@aechurch.org](mailto:j.prust@aechurch.org).