



CHRIST CHURCH EASTON

Bookkeeper Sought (Part-time)

Reports to: Rector, with direct supervision by the Finance Manager and Parish Manager; indirect supervision by the Treasurer

Job Description

Overview: The Bookkeeper will be responsible for administering the financial business, records and accounts of the church accurately, thoroughly, and on a timely basis. This includes (but is not limited to) paying the parish's bills; handling payroll; performing fund accounting; confirming proper procedures are being followed with regard to deposits and expenses; maintaining all appropriate finance records; producing accurate reports; assisting with the formation of parish budgets; reconciling accounts; cooperating with parish staff and leadership; and assisting with the annual audit.

Essential Functions

- Operates ACS/Realm accounting software to record, store and analyze information.
- Verifies weekly deposits from contributors. Checks figures, posting and documents for mathematical accuracy, proper classification codes, and correct entry.
- Records financial data and maintains accurate data through the use of checks, deposits, journal entries, proprietary software and spreadsheets.
- Processes accounts payable transactions with proper approval by designated authorities. Prints checks on a weekly basis.
- Acts as payroll administrator and benefits coordinator for Christ Church.
- Maintains accuracy for all financial and budgetary reports.
- Acts as Secretary for the Church Finance Committee.
- Under the direction of the Treasurer, facilitates the annual canonical audit.
- Works with Parish Manager to supplement needs of parish in areas not specifically identified by this position duty statement.

Competencies

- Financial management
- Accuracy and thoroughness
- Ethical and professional conduct

Work Environment: Requires on-site attendance of 12 to 15 hours per week.

Salary: \$35 to \$40 per hour.