

**St. James Episcopal Church
Job Description**

Position: Part Time Bookkeeper
Reports To: Parish Office Manager
Schedule: 15-18 hrs. Week

This position is responsible for ensuring the effective financial administration of the Parish including accounting and reporting functions.

Essential Job Related Skills:

- Accounting
- Double entry bookkeeping
- Income statements and balance sheet reporting
- Ability to use Microsoft Office Suite to prepare reports in Excel, letters and memos using Word, and email using Outlook.
- Skilled with Bookkeeping software packages ... Quick Books and Data Base for churches (ACS)

Education and Experience:

- Experience in accounting and finance
- Training in accounting and finance, preferably including a college degree

Duties and Responsibilities

- Manage weekly collection and pledge activity including money counting, cash deposits and electronic transfers.
- Maintain and update data base of parishioner pledges and produce pledge reports.
- Review and post invoices to correct expense accounts. Cut checks and record payments.
- Process semi-monthly payroll and compute associated taxes.
- Work with outside accountants to prepare tax returns.
- Maintain and update the General Ledger.
- Manage cash flow and forecast cash needs.
- Prepare monthly reports for use by parish committees including income/expense, cash flow and asset balance statements.
- Work with Office Manager, Treasurer and Finance Committee to prepare the Annual Budget.
- Interface with outside accounting firm to support the timely completion of the annual audit.

Physical Requirements

- Ability to sit for extended periods of time
- Able to use telephone and computer equipment
- Able to lift equipment up to 25 pounds