

St Alban's Episcopal Church  
Simsbury, CT 06070  
Part-time Full Charge Bookkeeper (8-10 hours/week)  
\$20-\$25 per hour

***Apply with cover letter and resume.***

We are looking for someone to join our church staff to be in charge of the financial management (financial books and records) of the parish. Our ideal candidate will have "full-time expertise"; but looking for the flexibility of a part-time position. Self-directed, ability to work independently, highly motivated, reliable, and courteous are starting points for this position.

The bookkeeper works closely with the Rector (Lead Minister), Parish Administrator and Treasurer (volunteer). The candidate must be detail-oriented; and have a solid background in office procedures and bookkeeping (4 years experience, ideal). An understanding of church/non-profit accounting procedures and practices is ideal. This candidate must be able to work in a Christian, faith-based context.

## **POSITION REQUIREMENTS**

- No particular degree required; but candidate must have documented experience in bookkeeping, accounting and financial management. Experience in accrual accounting and associated accounting entries
- Experience working with non-profit accounting.
- Knowledge and practical experience with Microsoft Office (including Word & Excel), Google Suites (Google docs, Google calendar, etc.), & QuickBooks.
- Ability to work independently and make decisions in accordance with established policies.
- Understanding of budgets and financial statements is a must.
- Experience in the use of office machines, answering telephones and interfacing with parishioners & vendors.
- Organized, good writing and verbal skills.
- Must be able to maintain confidentiality at all times.

## **DUTIES AND RESPONSIBILITIES**

### **1. Accounts Payable**

- Review invoices, code to appropriate account, and enter into financial software.
- Review requests for checks, code to appropriate account weekly, print checks (or arrange electronic payment) from accounting software after approval.
- Reconcile monthly bank statements.
- Interface with vendors regarding proper billing and reconciliation of vendor accounts.

### **2. Accounts Receivable/Cash Receipts**

- Oversee the proper counting and deposit of weekly contributions.

- Update contribution software entries weekly, coding to appropriate envelopes and accounts.
- Prepare membership contribution statements through the year.
- Record all other income, code to appropriate funding source.

### **3. Other**

- Prepare monthly financial reports including summary Income Statement, Balance Sheet, Cash Flow and Summary of Restricted Funds for review by the Treasurer and distribution to the Finance Committee and Vestry.
- Prepare annual reports specifically related to The Episcopal Church in Connecticut and our operation as an Episcopal Church.
- Code payroll to appropriate accounts (*payroll service provided*)
- Closely & regularly review payroll reports for accuracy.
- Provide all proper forms for new employees & vendors, including, but not limited to W-4 & W-9 forms.
- Track and reconcile a limited number of employee benefits: pension payments, expense reimbursement, etc.
- Provide various year end reports, including, but not limited to 1099 reporting.

**Physical Setting** - Office or remote (must be able to provide basic technological support for an at-home work option).

COVID-19 Precaution(s):

- Social distancing guidelines in place
- Sanitizing, disinfecting, or cleaning procedures in place
- Flexible work schedule (flexibility in setting the schedule; but consistency required in set schedule)
- Ability to work from home/remotely