

## Position Description – Bookkeeper

August 2019

The position is considered part-time, 17- 20 hours per week. \$20 hour.

**Qualifications:** A degree in Accounting. Five years experience preferred. Working knowledge in Excel and general computer skills.

**Duties:** The Bookkeeper works under the supervision of the Rector and works closely with the Treasurer to oversee and document all financial matters of the parish, including the following:

### Weekly:

- Record all income that comes into the parish.
- Post all accounts receivable deposits to ACS Financial Module
- Post all contributions from Parishioners in ACS People Module
- Issue checks for all approved invoices and requisition forms
- Maintain appropriate balance for the checking account to pay bills
- Keep all financial and payroll records up to date
- Order supplies
- Manage all Payroll Issues
  - Submit payroll data to payroll company
  - Process all benefits associated with payroll (insurance, pension, etc)
  - Issue Payroll checks to employees bi-weekly
  - Post Payroll into ACS Financial Module
  - Issue quarterly Social Security Taxes for Rector

### Monthly:

- Post all Market Value Changes to all the Endowments
- Reconcile bank statements for all accounts
- Post the pre-paid pledges
- Transfer funds from Endowments
- Post allocated expenses
- Calculate and issue the Diocesan Assessment check
- Prepare financial report for Vestry and Finance Committee each month
- Prepare individual finance reports for program ministries such as:
  - Altar Guild -EW Preschool -Library -Rector's Discretionary -Music Program
  - Christian Ed Program -Youth Group -Food Pantry
- Close the monthly books

**Quarterly:** Issue quarterly contribution statements to parishioners

**Yearly:** -Confer with auditor annually  
-Assist Treasurer and Rector with preparing the Budget for the next year.  
-Enter Pledges for future year  
-Prepare Parochial report

### As Needed

Receptionist duties when the secretary is unavailable (answer phones)

Interested candidates should send their resume and cover letter to [resume@stpaulsmaumee.org](mailto:resume@stpaulsmaumee.org).  
Questions may be sent to the same address.