



Bookkeeper Job Description – April 2025

SPECIFIC TASKS

1. Annual Tasks
 - a. Assist the Clergy, Treasurer and Vestry in the preparation of the yearly budget.
 - b. Ready the books for annual review by outside accounting firm, work with auditor to resolve outstanding issues.
 - c. Prepare and send tax statements, as needed.
2. Quarterly Tasks
 - a. Issue giving statements for parishioners regarding pledges.
 - b. Post entries from the quarterly investment statements.
3. Monthly Tasks
 - a. Reconcile checking accounts and investment accounts
 - b. Submit the bookkeeper's own timesheet for review and approval to the Clergy before payment is made.
 - c. Prepare monthly financial statements in a timely manner
 - d. Provide information needed, including a monthly balance sheet and income statement, to the Clergy, Treasurer, and Vestry in accordance with monthly deadlines.
4. Weekly Tasks
 - a. Pay all invoices in a timely manner, taking advantage of prompt payment discounts.
 - b. Post the weekly church and other deposits.
 - c. Maintain the Bookkeeper's own timesheet and activity report.
5. Tasks Performed "As Needed"
 - a. Other general and specific tasks and projects related to the finances of the Church, as assigned by the Clergy.
 - b. Other duties as assigned not inconsistent with the intent of this agreement.
6. Job Requirements:
 - a. Demonstrated knowledge of bookkeeping principles and procedures;
 - b. Accuracy and correctness in recording bookkeeping entries without substantial review;
 - c. Demonstrated knowledge and experience with
 - i. Microsoft Office products,
 - ii. Quickbooks Online and/or Quickbooks Desktop as required by the parish,

- iii. parish email and phone as provided.
- 7. Physical requirements: The bookkeeper must be able to physically use a desktop computer, printers, telephone and cell phone, and be able to lift up to 20 lbs of office supplies, files, etc.
- 8. The bookkeeper reports to the Rector for supervision and/or direction as needed, and to the Treasurer for overall policy and procedure.
- 9. The bookkeeper normally will work on their own schedule, as long as all required tasks are completed in a timely manner.
- 10. It is anticipated that the bookkeeper will work 3-5 hours per week on a usual schedule. This is a part-time contractor position (1099, not W-2). The hourly rate will be negotiated and filled in below.

I accept the position of Bookkeeper at the rate of \$_____ per hour.

Bookkeeper

Date

Rector Date