

St. Bede's Episcopal Church

Bookkeeper Position Description

Description:

The parish bookkeeper is responsible for account payables and receivables including payroll as well as numerous reporting and budget monitoring.

5-10 hours per week expected but there are certain weeks (primarily in January) when the responsibilities of this position expand to up to 30 hours per week.

Essential Duties & Responsibilities

Offerings & Contributions

- Coordinate s with the treasurer, office, clerical staff, volunteers, etc., as required to ensure a smooth and accurate accounting of receipts
- Works consistently with all money handlers to ensure detailed procedures are in place for safeguarding the handling of all funds.
- Receives and records weekly report of deposits from the Bede counters, if volunteer is not available.
- Oversees the posting of member records of giving to ensure accuracy.
- Makes pledge reports to members at least quarterly and end of year tax statements as required by the IRS.
- Assigns envelope numbers and provides envelopes to parishioners.
- Advises the pastor when there are significant giving changes by individual members, so the pastor can be sensitive to pastoral care needs.
- Assists with the stewardship campaign by providing giving history reports.

Payroll

- Processes payroll checks on the 15th and 30th of each month.
- Calculates payroll wages & deductions.
- Maintains up to date W-4 and GA tax forms.
- Calculates, files and deposits monthly Federal & State payroll taxes.
- Calculate, files and reconcile monthly G-4.
- Calculate, files and reconcile quarterly 941.
- Ensures compliance with proper state and federal agencies guidelines which avoids any penalties.
- Prepares W-2 and 1099 forms annually.
Calculate, files and reconcile W-3 and W-9.
- Keeps insurance payments accurate and adjusts as needed.
- Keeps pension plans both clergy and lay payments accurate and adjusts as needed.

Accounts Payable

- Processes bills.
- Writes, secures signatures and disburses checks-
- Ensures that all disbursements are proper according to budgetary limitations, are supported by detailed documentation and are recoded in accounting records which are segmented by fund.
- Maintains a “due date” calendar. Makes all disbursements on a timely basis. If cash flow problems occur these are brought to the attention of the Rector/finance committee.
- Processes monthly entries required by vestry regarding transfer of funds from one account to another.

Reports & Budget Monitoring

- Prepares monthly reports for the Rector and treasurer.
- Tracks variances with the budget (both receipts and expenditures).
- Provides monthly reports to and alerts department or committee chairpersons about their budgets and spending patterns.
- Prepares analyses which show receipt and spending patterns over time for use during budget preparation.

Audit

- Schedules annual audit.
- Prepares documentation, reports and written statements needed for audit.
- Meets with and reviews results from auditor.

Miscellaneous:

- Serves as a member of the finance committee.
- Maintains permanent files in an organized, easily accessible manner.
- Purges files on a regular basis to minimize the files retained to those required by law.
- Researches, recommends and negotiates cost savings for parish.
- Stays current with diocesan bookkeeping recommendations.
- Enters new parishioners into the ACS people system.
- Tracks staff leave in the ACS people system.
- Other duties as requested.

Skills & Abilities Required

- **Skills**
 - Computer proficiency with Microsoft Office and ACS church accounting software.
 - Business English, including vocabulary, correct grammatical usage, and punctuation.
 - Modern office procedures and filing methods
 - Operation of standard office equipment
 - Organizational skills
- **Abilities**
 - Interact with the public tactfully, courteously and in a kind, Christian manner.
 - Establish and maintain cooperative and effective working relationships.
 - Understand and carry out oral and written directions.
 - Formulate written communications with accuracy of facts and meaning.
 - Handle urgent & emergency situations as they arise.
 - Maintain confidentiality on sensitive matters.
 - Compile and maintain accurate and complete records and reports.
 - Make arithmetic calculations with speed and accuracy.
 - Be flexible and able to plan, organize and complete assignments with a minimum of direction.

Experience Required:

A minimum of two years of bookkeeping experience (church bookkeeping preferred) or a Business degree and one year bookkeeping experience.

Accountability:

Reports to Rector

Revision dates:

Written December 2016

Approved:

Revised: