

Church of the Epiphany Part-time Bookkeeper Position

Church of the Epiphany in San Carlos is in search of a part-time bookkeeper to manage all aspects of the finances of the church. The bookkeeper is responsible for tracking all income and expenses, maintaining database records of individual giving and related reporting, handling payroll reporting, assisting with annual giving and other solicitations, and maintaining church financial policies.

Working Expectations:

It is expected that this position will work 6-10 hours a week, depending on the time of the year. The work of the bookkeeper will be done at the Church of the Epiphany with dedicated hours to be determined jointly by the employee and the Rector. A secure office will be provided. This position reports to the Rector and is accountable to the parish treasurer(s).

Experience and Skills:

Background in accounting or bookkeeping (non-profit or church experience preferred)

Detail oriented and organized

Strong people skills for responding to staff and parishioner interactions

Commitment to confidentiality

Able to pass basic background check

Able to manage multiple tasks and deadlines

Knowledge of and experience with QuickBooks is preferred

The salary for this position will be \$28-36/hour, depending on experience.

Position open until filled. To apply, please send a resume, brief cover letter outlining your experience, and the names/phones/relationships of two references to the Rev. Dr. Marisa Tabizon Thompson at marisa@churchoftheepiphany.org

DETAILED DESCRIPTION

The bookkeeper is responsible for activity related to managing financial records. These responsibilities include:

Initial Set up:

Transfer our system to Quick Books and link to CMS used for parishioner data

Ongoing:

- Process vendor payments and invoices.
- Prepare checks and maintain hard copy backups of receipts and related documentation.
- Process parishioner and employee reimbursements and maintain backup receipts/documentation.
- Count weekly collection and other donations with the treasurer or rector.
- Record receipts in QuickBooks.
- Prepare and make bank deposits weekly.
- Process and maintain detailed records of pledges, gifts, and other donations using the online member management system.

- Organize and keep hard copies of key financial documents, including but not limited to insurance policies, rental agreements, W-9 tax documents and related 1099 forms, audit reports, and the annual parochial report.
- Track bank balances and notify treasurer and rector when balance falls short of expected cash requirements.
- Answer financial inquiries made by staff and parishioners in a timely manner.
- Meet with treasurer weekly and rector as needed.

Monthly:

- Process payroll entries and maintain accurate records for auditing, reporting, and compliance purposes in QuickBooks.
- Report any payroll information, such as hours worked for the entire staff, to the diocese in accordance with their schedule.
- Reconcile monthly bank statements, including investigating any discrepancies and processing any necessary adjustments.
- Prepare standard financial reports for the Rector, Treasurer, and Vestry to review, including a monthly operating budget report that reflects expenses and income, fund balances with related expense and income, statement of financial position, a statement of operating activities, and a three-month preview in a cash flow forecast.
- Investigate and respond to questions about invoices and expenses vs budget.
- Run a trial balance for the treasurer, investigating any discrepancies, and process any required journal entries. Close the books.

Quarterly:

- Process entries to recognize investment income/loss.
- Prepare and send out quarterly pledge statements; investigate any discrepancies raised by parishioners.
- Prepare a reconciliation of fund balances for the rector, treasurer, and vestry to review.

Annually:

- Prepare necessary reports to support annual stewardship drive.
- Receive and enter hard copies of pledge cards.
- Prepare and send out annual pledge statements; investigate any discrepancies raised by parishioners.
- Prepare annual 1099 tax statements for independent contractors.
- Prepare and provide other financial and stewardship reports as needed.
- Assist rector and vestry in annual parochial report filing.
- Assist treasurers with annual audit reporting.