

JOB DESCRIPTION

<u>Title:</u>	Bookkeeper
<u>Description:</u>	Assists Treasurer in maintaining financial records of the Fund
<u>Hours:</u>	Approximately 10/month, flexible schedule
<u>Salary:</u>	\$25 - \$30/hour
<u>Benefits:</u>	participation in the Church Pension Fund
<u>Reports to:</u>	Board treasurer

Duties:

- Maintains the Fund's financial records;
- Produces quarterly and annual financial reports to Board in a timely manner;
- Completes month-end bank reconciliations;
- Tracks payments to grant recipients, and reconciles any changes to the allotments by the Board;
- Keeps bank signature cards and other paperwork current with deposit and investment accounts;
- Produces semi-annual check registers to Board in a timely manner;
- Prepares all documents for the annual audit in a timely manner, and works with the auditors as necessary;
- Assists Treasurer in preparation of annual budget and other related duties;
- Keep updated, well organized and easily accessible financial files which can be provided to the Treasurer, Board, or auditors, as needed;
- Other tasks as directed by the Treasurer.

Requirements:

- 10 years experience as a bookkeeper;
- 5 years of working with non profit organizations and/or The Episcopal Church;
- Knowledgeable about QuickBooks Online and other electronic spreadsheet applications;
- Deacon preferred.

Other Information:

- Reimbursed for reasonable office expenses
- Annual appointment