

ST. GABRIEL'S † SAN GABRIEL
EPISCOPAL CHURCH



Saint Gabriel's Episcopal Church

Job Description: Bookkeeper (Part-time)

POSITION SUMMARY:

Working under the supervision of the Vicar (Priest) and directly with the Parish Administrator, the Bookkeeper is responsible for day-to-day operations and maintenance of the financial records, including the general ledger, accounts and payroll. In this part-time position (up to twelve hours per week), the applicant can work partly at home and partly at the church office located on the campus of Saint James Church (14 Cornwall Street NW, Leesburg).

ESSENTIAL DUTIES/ RESPONSIBILITIES include the following, other duties may be requested:

An analytical-minded staff person with working knowledge of integrated accounting systems, at least five years' experience as a bookkeeper (recording through submission of period-end reports), must work independently and communicate well with other staff and vendors, both in writing and verbally. Working knowledge and experience with bookkeeping procedures (cash method), including maintenance of a General Ledger, Chart of Accounts, Journal Entries, Payroll, etc. is essential to this position. Knowledge of Realm Accounting from ACS Technologies is a plus, though training can be provided.

Accounts Payable

- Recurring bills and invoice, using automation when possible (auto-pay, bill pay, etc). Others with assistance from the Parish Administrator.
- Code invoices/payment requests accurately and enter into Realm.
- Write/print checks and provide checks ready for signature when necessary.

Payroll

- Month-End Procedure.
- Print reports from Payroll vendor (Paychex) for each pay period and enter into Realm Payroll module.
- Enter taxes and expenses into Realm.
- These are currently used procedures, and we would welcome simplifying the process. Your innovations are welcome and encouraged.

Bank Statements & Reconciliation

- Month-End Procedure.
- CSV export from Bank and Credit Card company can be imported into Realm.
- Using bank statements from online banking website, enter interest income, prior month outstanding checks and deposits and unrecorded fees into ACS General Ledger and reconcile.
- Record any outstanding checks and deposits as separate items to be processed in the following month.

Month End

- Review income statement for accuracy.
- Send financial reports to Vicar, Treasurer, and Parish Administrator for review one week prior to Vestry meetings.

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Other

- Quarter-End and Year-End procedures.
- Participate in annual internal audit, being available to answer questions.
- Provide analyses as needed.
- Communication of cash balances and request transfers between accounts to Parish Administrator
- Work with the Parish Administrator to provide financial data for required reporting to the Diocese and The Episcopal Church (Parochial Reports, CCM Mission Budget, etc)
- Assists with tax preparation.
- Maintains payroll taxes with Federal and State governments. SECA, FICA, 1099.
- Gather necessary financial reporting to diocese, federal, city and state agencies, as needed.

JOB RELATED SKILLS

- Skilled with bookkeeping and integrated accounting software. Church uses ACS with Realm (a church management suite with integrated accounting system - training will be provided.)
- Ability to communicate effectively and efficiently via email, phone and text message.
- Ability to use Microsoft Office Suite to prepare reports in Excel, letters in Word, etc.
- Innovative thinker, who can offer solutions to streamline our operations and procedures.

REPORTS TO: Vicar

KEY ORGANIZATIONAL RELATIONSHIPS:

This position works in close collaboration with:

- Vicar
- Parish Administrator
- Treasurer

MINIMUM REQUIREMENTS:

- Accounting Degree/Certification (or equivalent degree or experience) with at least five years' accounting operations experience preferably with a Church or other nonprofit organization
- Proficient/Expert in standard accounting and bookkeeping practices.
- Proficient with Microsoft Office, especially Excel are required.
- Knowledge of Realm from ACS Church Accounting Software is a plus.
- An analytical person with keen attention to detail and a commitment to high quality of work.
- Excellent organizational skills, ability to prioritize, and work with deadlines.
- Solid verbal and written communication skills.
- Ability to maintain strict confidentiality and communicate in a professional manner.
- Ability to deal effectively with a variety of people and work in a team environment.

CATEGORY: Part-Time, Hourly

OFFICE LOCATION: Leesburg, VA (partially home-based)