

St. Francis of Assisi Episcopal Church

Accountant/Bookkeeper Job Description

Requirements:

This position, under the supervision and direction of the Rector/Vicar of St. Francis Episcopal Church, requires experience with nonprofit accounting, good organizational skills, and the ability to work with minimal supervision.

Job Duties:

1. Maintain accounting records in Church Accounting Software (Realm) for all Church, Cemetery and Thrift Shop funds.
2. Enter all gifts in Realm.
3. Enter Thrift Shop sales in Realm on a weekly basis.
4. Prepare all checks from approved invoices/check request forms as required.
5. Process monthly payroll and tax deposits.
6. Process quarterly payroll tax reporting to IRS and SC Department of Revenue.
7. Prepare annual W-2 and 1099 forms for all employees and required vendors.
8. Reconcile all deposit accounts on a monthly basis.
9. Prepare all monthly and year-end financial reports.
10. Maintain budgets in Realm and alert Treasurer(s) if an approved invoice/check request exceeds budgeted line item.
11. Maintain pledge records in Realm.
12. Update count sheets as needed.
13. Prepare quarterly and annual giving statements for all contributors.
14. Process necessary closing entries.
15. Maintain files for easy access, i.e., vendor files, investment records, payroll records, permanent files, etc.
16. Prepare reports for external auditors and be available as needed during on-site audit.
17. Assist with the preparation of various other reports, i.e., parochial report, Church Pension Fund reporting, workers' compensation reporting, etc.
18. Other miscellaneous duties as requested by Rector/Vicar, Treasurer(s), or Vestry Liaison for Finance.

This is a part-time employee relationship that is compensated on an hourly basis. The Church provides no paid fringe benefits for this position. Expectations are the person will work up to 10 hours per week, but not to exceed 30 hours per month without prior approval from the Rector/Vicar.

To inquire or apply, contact Martin Wingard at martwing@aol.com or 513-295-2440.