



EMMANUEL EPISCOPAL CHURCH
4400 86th Avenue South East
Mercer Island, Washington 98040

Job Description Bookkeeper

This is a non-exempt, hourly position for up to 38 hours per month, which reports to the Rector and primarily supports the ministry of the Treasurer. Work is prioritized by the Bookkeeper and Treasurer, in consultation with the Rector when appropriate. The Bookkeeper will have responsibility for all transactional activity, with oversight from the Treasurer and Finance Committee.

The Bookkeeper will work in the office one day each week. Work done at home must be included on the timesheet.

Qualifications:

In addition to bookkeeping skills and competency with accounting software (Church Windows or similar), the bookkeeper should also have:

- Strong organizational skills with focus on detail
- Familiarity with general office software (Microsoft Word, Excel, Outlook)
- Familiarity with office equipment

Duties and Expectations

The Bookkeeper is responsible for:

- Recording weekly deposits
- Issuance of checks, verifying proper approvals on Purchase Orders and check requests
- Monthly payroll and related reporting
- Preparing monthly bank reconciliations
- Posting adjusting journal entries (as necessary and in conversation with the Treasurer)
- Reconciling and scheduling balance sheet accounts
- Preparing monthly financial statements as requested by the Vestry and Treasurer.
- Input of annual pledge amounts into Church Windows
- Providing, as requested, account balances and other budget-related information to parishioners and staff with financial oversight or budget responsibility.
- Supporting Treasurer in preparing short monthly narratives to Vestry
- Supporting Treasurer and staff in preparation of annual parish budget (October-December)
- Supporting financial reporting, such as the Parochial Report and NDI report.
- Communicating financial concepts and outcomes to non-financial audience.
- Preparing and sending pledge statements, on a semiannual basis
- Accomplishing other duties or tasks as assigned by the Rector.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____