

**ST JAMES' EPISCOPAL PARISH
KAMUELA, HI
POSITION DESCRIPTION - BOOKKEEPER**

POSITION TITLE: Bookkeeper

FLSA: Hourly

Reports to: Parish Administrator, Rector

Receives work direction from: Parish Administrator, Rector and, at times, the Senior Warden (in the absence of the Rector)

Resource Person to: Rector, Parish Administrator, Treasurer, Sr. and Jr Warden, Stewardship Committee, Thrift Store Ministry, Community Meal Ministry and other parish ministries and groups.

Hours hired to work: 15-18 hours per week (additional hours as needed subject to approval by Rector)

POSITION OVERVIEW

The Bookkeeper at St. James' Episcopal Church is responsible for keeping accurate financial and contribution records for the parish, assisting and supporting the Parish Administrator in his/her duties in all financial and personnel matters as needed, oversee work performed by the Assistant Bookkeeper and assure that his/her tasks are completed in a timely manner; be familiar with those responsibilities in the event that the Assistant Bookkeeper is absent, providing other support to Parish Administrator and Rector as needed. The bookkeeper's duties include providing reports and answering bookkeeping-related inquiries from the Rector, Wardens, Treasurer, Stewardship Committee and church ministries.

The Bookkeeper position, as with all church employment, is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. It is expected that all employees respect the religious practices of the Episcopal Church. Reasonable accommodation for the religious practice of employees not of the Episcopal Church will similarly be provided.

GENERAL RESPONSIBILITIES

Weekly:

- Deposit drops at bank (when the Assistant Bookkeeper is unavailable)
- Enter all deposits in QuickBooks (when the Assistant Bookkeeper is unavailable)
- Check run, including review of coding with Parish Administrator as needed.
- Contribution report to Feeding Ministry; cash report to Treasurer, as requested.

Semi-monthly:

- Backup for payroll submission when Parish Administrator is not able to: Collect and review time sheets, submit payroll, pickup and distribute payroll.
- Journal entries for payroll and payroll taxes.

Monthly:

- Reconcile bank accounts, and review/reconcile all other balance sheet accounts.
- Calculate, submit, and enter lay pension.
- File and pay GE tax.
- Compute and enter journal entries, including documenting calculations for: prepaid insurance, reclass of restricted funds, cost allocations, community meal ministry monthly entries, grant funds expended, etc.
- Provide financial reports with notations to Treasurer.

Quarterly:

- TDI report and payment of TDI premium.

Bookkeeper Job Description Approved by Vestry 02.12.24

- Enter investment fund earnings.
- Review quarterly payroll tax reports from payroll service; reconcile to QB.

Annually:

- Assist Treasurer and Rector with annual budget.
- Enter annual budget in QuickBooks.
- GE tax G-49 reconciliation.
- Review vendor payments and issue Forms 1099-MISC.
- Workers' Compensation audit report to Diocese.
- Assist Parish Administrator with year-end annual report, parochial report.
- Produce reports for and assist with annual audit (mid-year).
- Conduct review/distribution of W-2's; reconcile to QB.
- End-of-year and beginning-of-year journal entries.

On-going:

- Respond to inquiries from the Rector and Clergy, Wardens, Treasurer, Stewardship Committee and church ministries. Respond to inquiries from parish members and other donors regarding their donations.
- Check email daily and respond as needed to ensure seamless communication.
- Track restricted donations and fundraising funds; reclass as related expenses incurred.
- Assist with creation of forms and procedures to facilitate good recordkeeping..
- Work closely with Treasurer, Rector and Parish Administrator for financial forecasts and annual budget; maintain spreadsheet for same.
- Assist with mid-year and end of year contribution statements, and as needed.
- Create and run custom reports from Power Church and QuickBooks as needed.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position.

Qualifications

- Knowledge of accounting principles and general practices; experience with not-for-profit accounting a plus.
- Knowledge and ability to efficiently utilize computer systems and software, thorough knowledge and experience with QuickBooks Pro software and Microsoft Excel; experience with other business software a plus. Willingness and ability to learn new software as needed.
- Detail-oriented and meticulous in record-keeping.
- Good communication skills.
- Be accurate, honest, trustworthy and confidential in all areas.

Physical Demands, with or without reasonable accommodation

- Ability to go up and down steps and walk for short distances around the property
- Able to lift 25 lbs. (paper, files, small office equipment, etc.)