

Seeking a Bookkeeper

Episcopal Church of the Transfiguration is now accepting applications for Bookkeeper. The Bookkeeper supports the financial administration of the church, reporting to the Parish Administrator, supporting a staff of 12, and working with a team of volunteer congregational leaders. The position is $\frac{3}{4}$ or 30 hours/week. In addition to a resume, candidates should submit an introductory cover letter explaining their interest and describing their qualifications. Applications should be sent to jobs@transfiguration.net and will be received through July 8.

Responsibilities & Duties

Accounts Payable and Receivable

- Review payables (including credit card statements) for accuracy
- Process payments by check, ACH, or wire
- Prepare invoices and track reimbursements receivable
- Review all online contributions and make corrections as necessary
- Review and post all receipts

Financials

- Account reconciliations
- Prepare budget comparisons
- Prepare financials

Payroll

- Prepare and submit payroll twice a month in a timely manner, ensuring all departments have submitted their payroll information
- Prepare and submit all payroll returns and payroll taxes in a timely manner
- Prepare, print, and distribute all W-2, 1099 MISC, and 1099 NEC forms according to IRS deadlines

Audit Assistance

- Produce requested lists and documents in a timely manner

Requested Skills & Knowledge

- Advanced bookkeeping skills
- Knowledge of chart of accounts and fund accounting
- Understanding of clean record keeping with prior audit experience
- Prior payroll experience with quarterly and year-end reporting to federal government
- Ability to prioritize tasks to meet deadlines
- Willingness to communicate with others when questions arise
- Spirit of humility, honesty, and helpfulness

Compensation and Benefits

- \$35/hour
- Individual health insurance (full coverage)
- Pension
- Generous leave policy