



## The Episcopal Church of St. John the Baptist

The mission of St. John's is to love God and love neighbor  
as Jesus did: welcoming all, serving humbly, teaching  
compassion, and making no peace with injustice.

### Position Description **Job Title: Bookkeeper**

Position Reports to: Rector  
Short hour (6-8 hours/week), exempt, year-round

#### **Summary:**

This position maintains the financial records of the parish, working with the treasurer and finance committee.

#### **Essential Responsibilities and Duties:**

- **Maintain all income and expense records**, including but not limited to:
  - Pledges**
    - Record and maintain records of pledges, contributions, and deposits.
    - Prepare quarterly or thirdly giving statements as directed by the Treasurer.
    - Provide annual giving statements by Jan 31 for previous year.
  - General bookkeeping and reporting**
    - Verify expenses and get approvals as necessary.
    - Review with Treasurer any new or questionable request or bill.
    - Prepare checks and obtain signatures for all expenses.
    - Balance all checking accounts and investment accounts monthly
    - Perform other necessary and related work as may be assigned
- **Payroll**
  - Secure all payroll related Federal and State forms for new employees.
  - Maintain employee payroll records.
  - Prepare payroll on a twice-monthly basis
  - Obtain W9 records for contractors who will earn \$600 or more. Report these annually to payroll system
  - Maintain relationship with payroll system to ensure all payroll and tax reporting is timely and accurate
- **Helpful Shop**
  - Maintain accounts for Helpful Shop. Provide monthly financials to the vestry.
  - Reimburse operating budget quarterly for payroll/payroll tax expense and tithe earnings.
  - Compute and pay quarterly sales tax return.



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- **Community Youth Program**
  - Maintain accounts for the Aptos Community Youth Program. Provide monthly financials to the vestry.
  - Reimburse operating budget quarterly for payroll/payroll tax expense.
  
- **Reporting**
  - Prepare monthly reports for the vestry and e-mail PDF versions to vestry at least one day before the monthly vestry meeting (second Tuesday of the month).
  - Provide reports for individual ministry teams and other members that request them.
  - Work with Treasurer to recalculate the annual Fair Share Pledge to the Diocese.
  - After thorough review of accounts and all reconciliations performed, prepare year-end financial reports for annual meeting.
  - Prepare financial portion of Parish Annual Report, submitted to national church and Diocese.
  - Work with Diocese-recommended auditor to complete an annual review of records.
  
- **Be available to parishioners and staff to answer questions and provide information as needed.**
  - Keep regularly-scheduled office hours on at least one day per week. Notify Rector and Office Manager of any planned deviations from the regular schedule.
  - Reply promptly to email communication from parishioners and staff.

### **Requirements/Qualifications for the Position:**

#### **Knowledge and Skills:**

- An AA or higher degree in accounting is desirable, three years documented experience as a full-charge bookkeeper, or college-level accounting courses and three years increasingly responsible bookkeeping or financial recordkeeping .
- Comprehensive familiarity with double-entry accounting and bookkeeping principles and practices through Profit and Loss Statement and Balance Sheet. Must be able to formulate an adjusting journal entry and perform complex reconciliations. Must be able to demonstrate an understanding of implications of expenses and income on financial statements.
- Experience with Quick Books Online or similar bookkeeping program. Must be able to use Excel to assemble, analyze and present financial data. Payroll experience required.
- Ability to learn new computer programs and put to use.
- A commitment to thorough communication and courtesy in all interactions with others, cooperation and teamwork and support of church ministries.
- Ability to work independently and under occasional pressure of deadlines; able to plan and organize work to effectively meet such timelines.



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- A commitment to confidentiality regarding all account records, both of the church and staff, and the members.
- Dependable attendance; scheduling around important fiscal events.
- Highly desirable is experience with non-profit and/or fund accounting.

### **Physical Demands**

The job demands are consistent with light work, although the employee may be required to lift and carry more than 25 lbs. infrequently. Work involves some bending, stooping, and reaching, in the arrangement of instruments in the sanctuary.

### **Evaluation**

The accountant/bookkeeper works directly under supervision of the Rector and receives an annual performance evaluation.

### **Hours of Work & Compensation**

Pay is \$550 semi monthly, based on an average of 6-8 hours/week. Hours needed to complete the work vary from week to week and month to month with most activity at quarter and year end. The position does not qualify for medical or retirement benefits, vacation or sick leave. Because work is done using software resident on St John's computers, it is expected that most, if not all, work will take place at church.