

St. John's Episcopal Church

Job description: Bookkeeper

Overview

St John's Bookkeeper is responsible for timely and accurate management of church finances, in coordination with the Treasurer and Rector. The ideal candidate will be organized, knowledgeable about financial reporting, and comfortable with computers and financial systems. Please visit <https://stjohns-mpls.org/> to learn more about our community and our values.

Hours, salary and benefits

- Average 5-7 hours per week, taking into account seasonal fluctuation
- Competitive hourly rate
- One week paid vacation per year, plus holidays as outlined in the Personnel Manual
- Remote work is possible for part or all of the hours, upon prior arrangement with the Rector
- Reports to the Rector

Responsibilities

- Maintain payables / receivables
- Maintain financial transaction records in ParishSoft software
- Working with Administrative Associate, maintain pledge records and create pledge reports during stewardship campaign
- Prepare and transmit bi-monthly payroll information
- Maintain payroll records and reporting information, including onboarding and offboarding employees
- Manage W-2 and 1099 year end preparation
- Manage financial transactions relating to benefits
- Manage weekly banks deposits and records in collaboration with Administrative Associate
- Prepare monthly reconciliations
- Email quarterly and year end contribution statements
- Maintain annual budget and assist in its creation
- Assist with the financial section of the Annual and Parochial Reports
- Issue timely financial reports to Treasurer, Rector, and Vestry
- Oversee periodic audits
- Liaise with treasurer and finance committee

Qualifications

- Bookkeeping training and experience
- Payroll, benefits and HR experience
- Prior experience working with church finances a plus

Application process and timeline

To apply, please submit a cover letter, resume and references via email to info@stjohns-mpls.org by July 28 for priority consideration. Questions can also be directed to rachel@stjohns-mpls.org

- July 12, 2023: Job posted
- July 28, 2023: Priority application deadline
- August 1-10, 2023: Initial and follow-up interviews
- August 21, 2023: Candidate begins work

NOTE: If any candidates are also interested in communications responsibilities, please see the Communications posting and apply to both open positions; one candidate who can do both would be welcome.