

Church of the Good Shepherd

7400 Hampton Blvd, Norfolk, VA 23505

www.goodshepherdnorfolk.org

Position Title: Parish Bookkeeper, Part-Time, Temporary
Reports to: Rector
Description: The bookkeeper manages the bookkeeping operations of the Parish.

Duties Include:

- Manage church accounting functions using ACS / Realm Church Management Technologies software.
- Handle accounts payable, receivable, bank deposits, account reconciliations.
- Input, track, and print parishioner statements of pledges, contributions and donations.
- Prepare payable invoices, manage internal approvals, signatures, and sending of payments.
- Manage payroll, personnel payroll data, and employee benefit records and deductions (Note – core payroll function is out-sourced to a third-party vendor).
- Provide financial reports, data and logistical support for multiple audiences including Parish Leadership, Vestry, Staff and Ministry Committees.
- Maintain actuals vs budget in an ongoing current view and raise concerns about variances as proper.
- Send acknowledgments for memorial donations and other gifts.
- Answer routine inquiries from parishioners about donations, membership data, and other miscellaneous matters.
- Ensure accurate year-end reports, tax reports and tax filings.
- Coordinate annual audit and implementation of advice from outside auditors.
- Maintain all financial records and files.
- Comply with canons of the Church and following Business Methods in Church Affairs.
- Work cooperatively with other staff, volunteers and parishioners.
- Supervise and support bookkeeping volunteers (Sunday collection money counters).
- Keep confidential all financial, human resources and contributions information.

Experience & Competencies:

- Proven knowledge of workflow management, organizational skills and attention to detail.
- Advanced knowledge of the Microsoft Office Suite (Outlook, Word, Excel, Publisher, PowerPoint).
- Advanced knowledge ACS Technologies Church Management (Realm) software is preferred.
- Mature judgment to work with a wide range of constituencies and to handle all matters with discretion.

Compensation: \$21/ hour
Classification: This is a temporary, part-time, “at-will”, “non-exempt”, hourly position.
Working Hours: A 16-hour workweek, centered during normal church office hours, Monday - Thursday.