



ST. ANDREW'S EPISCOPAL CHURCH

Parish Bookkeeper (Part-time) Job Description

St. Andrew's Episcopal Church is a 500-member parish in Norfolk, in the Diocese of Southern Virginia. With an average Sunday attendance (pre-Covid) of 195, St. Andrew's is a vibrant, inclusive church that has enjoyed significant growth and vitality in recent years. For more information, please visit our website at www.standrewsnorfolk.org.

The Parish Bookkeeper will work closely with the Parish Administrator and the Treasurer's Office to manage the church's financial accounts and payments/deposits. This part-time position requires 5-10 hours per week (up to 40 hours per month) and includes a competitive salary in the range of \$20/hour and commensurate with experience. We are planning for a start date in July 2023.

Preferred Qualifications

- Someone who exhibits kindness, commitment, and integrity, who works well on a team while also being self-motivated.
- Thorough understanding of generally accepted accounting principles and procedures.
- Proficiency in standard business software, including Microsoft Word and Excel, and in financial accounting software, especially QuickBooks.
- Strong communications skills, written and interpersonal.
- Organizational skill and ability to manage administrative tasks, keep records, and utilize standard office equipment including phones, computers, photocopiers, etc.

Primary Duties

Bookkeeping

- Coordinate with the Treasurer's Office to verify and record weekly income and ensure proper deposit and documentation.
- Reconcile all bank accounts and credit card statements monthly.
- Utilize QuickBooks to track church finances.
- Prepare tax documents as required, both for parishioner contributions and for employees.

Payment Processing

- Process payroll checks for church staff and part-time employees/contractors (e.g. choir section leaders), including quarterly reporting as required.
- Pay regular bills, ensuring appropriate authorization and documentation.
- Prepare honorarium checks for guest clergy/speakers, discretionary checks for pastoral needs, reimbursement checks for staff expenses, and other checks as needed.
- Process credit card payments and pledges on a weekly basis, as needed.

Reporting and Filing

- Manage employee pension and health insurance payments/paperwork, including correspondence with the Church Pension Group and the Diocese of Southern Virginia.
- Prepare monthly finance reports for the Finance Committee and attend monthly Finance Committee meetings as necessary. Respond to related staff inquiries.
- Work closely with the Finance Committee and Treasurer to prepare the annual budget.
- Work with the Treasurer's Office and Parish Administrator to coordinate an annual audit review, annual Parochial Report, and other periodic reports as needed.

To apply, please send a cover letter and resume, with references, to submit your materials to Allison Eney at aenedy@standrewsnorfolk.org.

Updated May 17, 2023