



# CALVARY

EPISCOPAL CHURCH

**Bookkeeper**  
**Ministry Description**  
**May 3, 2022**

**PART-TIME POSITION:** 5 hours per week

**HOURLY RATE:** \$23/hour

**REPORTS TO:** Rector

**TEAM ATTRIBUTES:**

- Teamwork
- Communication
- Creativity
- Flexibility
- Hospitality
- Responsiveness
- Kindness

**MINISTRY DESCRIPTION**

- Maintain complete and accurate records of all church financial, employment and business transactions. Assure that all financial, employment and business records and all transaction data are correctly, accurately and timely documented and maintained.
- Receive and process pledges, donations and other income.
- Pay bills and mail checks in timely manner

- Process payroll, working with employees and contractors to submit necessary timesheets or invoices and paying them in a timely manner
- Create checks and obtain signatures from designated check signers
- Oversee budget line items for areas of ministry
- Prepare monthly, quarterly and yearly payroll tax forms and make necessary deposits and prepare W-2s and 1099's at year-end.
- Prepare for and cooperate with those appointed to perform a yearly audit of financial records.
- Prepare and file financial reports required by The Episcopal Church and the Episcopal Diocese of Texas

## **COMPETENCIES**

- Practical experience in fund-based accounting and account reconciliation, preferably in a church or church-related institution
- Proficiency in computer skills including Google Workspace, MS Word, Excel, and fund-based accounting software
- Experience in non-profit accounting would be helpful
- Willingness to learn Calvary's specific finance accounting software (Realm)
- Attention to detail and precision in account reconciliation and report generation
- Good interpersonal skills and a commitment to teamwork and support of church ministries
- Written proficiency
- Commitment to confidentiality regarding all account records pertaining to the Church staff and membership, including, but not limited to members' personal data, clergy and staff correspondence, annual giving, etc.

*Special Note: Our ministry at Calvary is a team ministry. The above responsibilities are not intended to be an all-inclusive list. Additional duties may be assigned by the Rector and as emergencies and other situations dictate.*