

Ascension Episcopal Church in Houston is seeking a part-time bookkeeper who is knowledgeable in Quick Books accounting software, Microsoft Word and Excel, Google office and possess the ability to learn Realm Software which tracks our Church Membership and giving.

Pay \$20 hour. Historical Data suggest that successful candidate would work from 5 to 10 hours per week for this part time position.

A list of Duties presented below.

- Prepare the weekly deposit. Make the entries in accounting and membership systems as applicable.
- Prepare all payments weekly, arrange for signature of the checks, and mail once signed. Enter check information into bank online fraud prevention site.
- Prepare a weekly report of banking activity to share with the Rector, Treasurer, and their designees.
- Prepare payroll semi-monthly. Pay payroll liabilities monthly.
- Transfer online donations monthly. Prepare and make entries into accounting and membership systems.
- Reconcile entries into the membership system with the accounting system monthly.
- Bill Ascension Episcopal School monthly for electricity usage.
- Maintain schedules for donations for Easter and Christmas flowers and music, memorial donations, and any other special donations, and share with Parish Administrator.
- Keep permits up to date and posted on the board.
- Maintain a schedule of all pledges received during stewardship season. Share schedule with Rector, Treasurer, and their designees. Enter information in the membership system.
- Maintain filing. At year end, shred any documents that are past their retention date. Prepare files for the new financial year.
- Any other reasonable duties as requested by the Rector, Treasurer, or their designees.

To Apply send please send a resume' through email to:

The Rev. Mark W. McDonald

mark@ascensionepiscopalchurch.org