



SAINT • PAUL'S

E P I S C O P A L C H U R C H

BOOKKEEPER/ACCOUNTANT

NOVEMBER 2022

POSITION OVERVIEW

The bookkeeper for Saint Paul's Episcopal Church is a thirty-hour per week position charged with financial oversight of the parish. This position reports solely and directly to the Rector of Saint Paul's, and hiring is contingent upon satisfactory completion of a background check and certification in the Diocese of Texas' Safe Church Program (Safeguarding God's People and Safeguarding God's Children).

RESPONSIBILITIES

- ◆ Ensure parish has proper financial controls for all transactions and accounts
- ◆ Ensure compliance with all Diocesan financial policies
- ◆ Maintain complete and accurate records of all church financial, employment, and business transactions. Shred documents at year-end that are no longer needed for archival purposes
- ◆ Assure that all financial, employment, and business records and all transaction data are correctly, accurately, and timely documented and maintained
- ◆ Coordinate with Parish Administrator for on-boarding new employees, including setting up payroll, insurance and pension payments, and withholding
- ◆ Receive and process pledges, donations, and other income on regular schedules
- ◆ Pay bills and mail checks in timely manner
- ◆ Process payroll, working with employees and contractors to submit necessary timesheets or invoices and pay them in a timely manner
- ◆ Create checks and obtain signatures from designated check signers
- ◆ Oversee budget line items for areas of ministry
- ◆ Prepare giving statements and mail to all pledging units and other donors quarterly
- ◆ Prepare monthly, quarterly, and yearly payroll tax forms and make necessary deposits, and prepare W-2s and 1099's at year-end. File with IRS
- ◆ Work with Rector and Treasurer to prepare annual parish budget
- ◆ Prepare monthly financial statements and other documentation for Rector, Treasurer, and Vestry
- ◆ Prepare for and cooperate with those appointed to perform a yearly audit of financial records



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- ♦ Prepare and file financial reports required by The Episcopal Church and the Episcopal Diocese of Texas, in partnership with the Rector and Parish Administrator
- ♦ Attend weekly staff meeting
- ♦ Meet with the Rector on a regular basis
- ♦ Other duties as assigned by the Rector

Q U A L I F I C A T I O N S

- ♦ Bachelor's degree in accounting or related field preferred
- ♦ Practical experience in fund-based accounting and account reconciliation, preferably in a church or church-related institution
- ♦ Proficiency in computer skills including Outlook, MS Word, Excel, and fund-based accounting software
- ♦ Experience in non-profit accounting would be helpful
- ♦ Willingness to learn Saint Paul'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 and compensation, annual giving, etc.

Employment is conditional on completion of satisfactory background check.

Safe Church certification must be completed within 30 days of hire.

Applicants should send resume, cover letter, and three references to:

Saint Paul's Episcopal Church
Attn: The Rev. Samantha R. E. Smith
601 Columbus Avenue
Waco, TX 76701

or: samantha@saintpaulswaco.org
Telephone: (254) 753-4501

www.saintpaulswaco.org