

Grace Episcopal Church

514 E. Argonne Drive
Kirkwood, MO 63122
gracekirkwood.org

Grace Episcopal Church in Kirkwood is hiring a bookkeeper. This is a part-time position (15-hours per week) with a flexible schedule and a pay scale commensurate with the position and experience level of the candidate.

Interested parties should contact the church office at 314-821-1806 or office@gracekirkwood.org.

Job Description:

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| Weekly | Makeup and deliver the deposits from the Sunday collection activity, the contents from gray box outside the office and Vanco.

Post the amounts to the proper accounts in the REALM system.

Obtain approval, pay, and post bills/invoices.

File paid invoices and attachments. |
| Bi-Weekly | Supply information to Paychex to support the payroll activity and record payroll journal entries. |
| Monthly | Complete the monthly closing

Provide financial reports for the Treasurer and Vestry

Complete the bank reconciliations. |
| Quarterly | Send out Giving Statements to Parishioners |
| Annually | Assist in the annual Stewardship Campaign

Assist in the completion of the Diocesan Parochial Report

Close the books and provide information for the Treasurer and Financial Review.

Assist in the completion of the Annual Meeting reports for the Parish.

Assist in the preparation of the annual budget. |

Other Financial duties as necessary