

St. John's Episcopal Church in Tower Grove

Bookkeeper Job Vacancy

General Description

The bookkeeper shall be responsible for and shall maintain oversight of all financial and business transactions of the Church. This includes processing weekly offerings, rental income, and other forms of income. The bookkeeper is also responsible for bill payment and oversight of purchasing, expense reimbursement, check request, petty cash, and payroll processes. The bookkeeper is also responsible for managing loans disbursed to the Church, including managing the forgival of a Paycheck Protection Program loan disbursed in calendar year 2020. Reports directly to the Rectoror, in his/her absence, the Senior Warden and Vestry of St. John's.

Essential Job Functions / Duties and Responsibilities

- Attend any trainings required by the Diocese of Missouri or the Church, including sexual misconduct training, to be paid for by the Church when required;
- Receive, count, enter, and deposit weekly tithes and offerings received via weekend services, mail, online, etc.
- Enter weekly contributions to the general fund, building fund, special funds, and donor designated funds.
- Receive, review, record, and pay bills and other expenses as directed.
- repare monthly, quarterly and yearly payroll tax forms and make necessary deposits, and prepare W-2s at year-end.
- Plan for upcoming expenses and manage cash flow as required to meet the operational needs of the church.
- Establish and manage purchasing, expense reimbursement, petty cash, check request, and other financial business processes.
- Balance checking account and investment accounts and submit reconciliation to church staff, treasurer Vestry, and the Finance Committee.
- Meet at least quarterly with the Finance Committee to report on financial activities, status and forecasts.
- Manage payroll for church staff ensuring funds are transferred and payroll data is entered each pay period.
- Prepare for and cooperate with those appointed to perform a yearly audit of financial records.
- Prepare financial documents requested by the Diocese of Missouri, as necessary.
- Establish and manage bank accounts as the church's business needs dictate.
- Update and distribute a monthly report to church staff, treasurer Vestry, and the Finance Committee.
- Work with the Stewardship Committee to ensure timely campaigns for requesting next year pledges from the church members and those who attend;
- Produce and distribute quarterly and annual reports, as well as other requested reports.
- Assist the Rector and other church staff in developing an annual financial plan.
- Keep confidential all financial contribution information.

- Use Church-provided laptop and software. Coordinate with other employees to ensure church equipment is available as needed to other employees and volunteers. Use of Church laptop for reasons not directly related to the position is not authorized.
- Perform other duties as assigned.

Education and Experience

This position requires a minimum of 3 to 5 years experience as an accounting/finance person in a church non-profit or business environment. Possession of a BA/BS Degree in Accounting, Finance, or related field is required. (Extensive accounting/finance, in some cases, can be substituted.) The successful individual will also possess a working knowledge of Quickbooks and Microsoft Office (including Excel).

Hours and Pay

The position is currently budgeted at \$4,500/year, which anticipates an expected work 2-3 hours per week for a total of 10-12 hours per month. Hours may be a combination of telework and office work. Hourly rate of \$30, not eligible for benefits.

Please submit applications to our Parish Administrator Bob Emert at office@towergrovechurch.org