

ST. MICHAEL'S EPISCOPAL CHURCH, ARLINGTON, VA

POSITION AVAILABLE: CHURCH ACCOUNTANT/BOOKKEEPER

Part-time; mostly or entirely off-site

St. Michael's is seeking a part-time bookkeeper/accountant to provide accurate and timely financial information to parish members and staff. St. Michael's currently uses Quickbooks for accounting and Realm for tracking and managing donor records. The church is in the process of moving from Quickbooks Payroll to Surepayroll for payroll services. The bookkeeper/accountant is not currently responsible for managing donor records and will not be responsible for managing payroll, aside from coordinating responsibilities with the payroll servicer. St. Michael's has annual revenues between \$300,000 and \$350,000. After a transition period, during which extra time may be needed, the bookkeeper/accountant job is expected to require 16 to 20 hours monthly.

Job responsibilities and duties

Record all financial transactions in Quickbooks. Each transaction should be entered using an Account number (as listed in the official Chart of Accounts) and a Fund number. (Quickbooks uses the "class" function to track St. Michael's Operating Fund and 18 designated/restricted Funds.)

Prepare checks for signature.

Reconcile bank and investment accounts with Quickbooks accounts monthly.

Prepare monthly financial statements for St. Michael's Finance Committee and Vestry. These should include a Statement of Position, a Statement of Activities, and other reports as agreed between the bookkeeper/accountant and the Finance Committee. The monthly Statement of Position should include Assets, Liabilities, Fund Balances, and Net Assets.

Maintain appropriate financial files and records, in coordination with the Parish Administrator.

Provide information as requested for annual audit and the financial portion of the Parochial Report.

Advise the Finance Committee about changes that might make St. Michael's financial administration more effective or efficient: e.g., use of bank feeds and other integrated software applications.

Job Skills and Requirements

Degree in accounting; 5+ years of bookkeeping experience. Familiarity with church accounting a plus.

Proficiency in Quickbooks and other software related to accounting, such as Excel; familiarity with integrated software applications for improved financial accounting.

Attention to detail and precision in accounting; commitment to teamwork; able to respond in a timely manner.

For more information or to apply, please contact: [The Rev. Beth Franklin, rector@stmichaelsarlington.org](mailto:rector@stmichaelsarlington.org)

