

Bookkeeper Job Description

Position: Part-time Bookkeeper

Reports to: Treasurer, Senior Warden, Rector

Position Summary: The part-time bookkeeper will generate financial transactions and financial reports for St Margaret's Church (SMC) and St Margaret's Day School (SMDS). Duties will include posting information to accounting journals or accounting software from such source documents as invoices to customers, cash receipts, and supplier invoices. The bookkeeper will also reconcile accounts to ensure their accuracy.

The bookkeeper will work under 20 hours a week on site at St Margaret's in the Administration Building. S/He will have contact with clergy, parishoners, employees and officers of the church and school, will exhibit a positive and professional attitude, and will show support for church missions, events, and operations. The bookkeeper will be highly organized and efficient and will show discretion and be sensitive to the human events and confidentialities that arise within a faith setting.

Principal Accountabilities:

1. Ensure that receivables/pledges are recorded promptly;
2. Record cash receipts and make bank deposits;
3. Conduct a monthly reconciliation of every bank and investment account;
4. Issue statements to pledgers;
5. Purchase supplies and equipment as authorized;
6. Pay supplier invoices in a timely manner;
7. Conduct an annual 1099 vendor review and issue appropriate 1099's;
8. Process and reconcile bi-weekly payroll in a timely manner (and make pension payments and issue W-2 statements);
9. Write and control checks to pay any debt as it comes due for payment;

10. Monitor debt levels and compliance with debt covenants;
11. Maintain the chart of accounts;
12. Conduct periodic reconciliations of all accounts to ensure their accuracy;
13. Maintain an orderly accounting filing system;
14. Maintain the annual budget;
15. Create and maintain Profit & Loss (P&L) and Balance Sheet statements for both SMC and SMDS;
16. Calculate variances from the budget and report significant issues to management and calculate and issue financial analysis of the financial statements;
17. Prepare and issue financial statements;
18. Maintain the petty cash fund;
19. Tag and monitor fixed assets;
20. Assemble information for external auditors for the annual audit;
21. Comply with local, state, and federal government reporting requirements; and
22. Provide clerical and administrative support as requested.

Desired Qualifications: The bookkeeper candidate should have an Associate's degree in accounting or business administration, or equivalent business experience, as well as an in-depth knowledge of bookkeeping and generally accepted accounting principles. Preference will be given to candidates with a working knowledge of the QuickBooks accounting software package. The bookkeeper should have experience working in a mission- and volunteer-driven culture.

Supervises: None

To Apply:

Please send resume with references and desired salary request to:
St. Margaret's Church, ATTN The Rev. Jane Milliken Hague,
1601 Pleasant Plains Road, Annapolis, MD 21409
or email the information to jane@st-margarets.org.

No phone calls or job solicitors.

This is what success looks like at St. Margaret's:

One month

- You are familiar with St Margaret's operations and have made at least one system improvement
- You have worked with the leadership team to set goals/KPIs for your position

Six months

- Day-to-day operations are running smoothly with minimal or no quality issues
- You are meeting your KPIs
- Pro-Active operations planning has begun to address upcoming events, schedules, reporting deadlines
- Contributes to a successful audit of 2015