

## CHURCH OF THE GOOD SHEPHERD (EPISCOPAL)

*The Church of the Good Shepherd (Episcopal) in Raleigh, NC is a welcoming and inclusive parish that seeks to meet and serve Christ in all people and to glorify God in our words and our actions. We are a member parish of the Episcopal Diocese of North Carolina.*

### **Job Description: Bookkeeper**

#### **Summary:**

The bookkeeper performs the day to day financial duties of the Church, including AP, Payroll, Reconciliations, Payroll Taxes and Reporting. The bookkeeper is assisted by the church treasurer (a volunteer) and reports to the Rector (Lead Pastor). This is a salaried, exempt position based on an average of 12 hours per week.

#### **Requirements:**

- Bachelor's Degree or Associate's Degree -OR-
- High School Diploma/GED plus three or more years of work experience in a related field
- Successful completion of accounting/bookkeeping courses and a minimum of one year of bookkeeping experience
- Successful completion of criminal background check and Safe Church training

#### **Expectations:**

The Bookkeeper possesses prior accounting experience in a church or non-profit organization, demonstrates competency in General Ledger software (including AP and Payroll), identifies and addresses any financial record-keeping issues, and communicates effectively and appropriately with staff, clergy, and parishioners. This person maintains a positive attitude at all times, is poised under pressure, and is willing to learn and incorporate new tasks and functions.

#### **Essential Duties:**

The Bookkeeper will

- Enter payables and prepare checks based upon check requests.
- Set up ACH Payroll for approval.
- Enter pledges, weekly payments and generate quarterly statements using ACS Realm.
- Process all special deposits as needed.
- Ensure accurate and timely input of all financial transactions and the reconciliation of multiple bank and investment accounts, as well as identify and implement any required adjusting entries.
- Maintain accurate balances and transaction history of all Special Funds accounts.
- Make online tax deposits after each payroll.
- Provide the Treasurer with all 941 reconciliations and report preparation.
- Assist the Treasurer in preparing the annual budget.
- Prepare financial reports and respond to financial inquiries as needed.
- Provide stock donation letter confirmations.
- Provide support to the Treasurer for the annual audit.
- Inform clergy of pastoral needs and honor the confidentiality of sensitive information.
- Attend regularly scheduled meetings with the staff and the Rector.
- Carry out other duties and responsibilities as assigned by the Rector.

To apply, please email your resume and contact information for two references to The Rev. Imogen Rhodenhiser, Rector at [imogen.rhodenhiser@cgs-raleigh.org](mailto:imogen.rhodenhiser@cgs-raleigh.org).