

St. John's Episcopal Church

**8 Sunnyside Avenue
Pleasantville, NY 10570
(914) 769-0053
www.stjohnspleasantville.org**

Job Description: Bookkeeper

The successful candidate for the position of Bookkeeper at St. John's Episcopal Church will possess a good-natured demeanor, a creative, collaborative and flexible work style and demonstrate technological proficiency. The individual in this role must possess the ability to safely hold sensitive and confidential information regarding the lives of people in our Parish and community.

Position Summary:

The Bookkeeper at St. John's is responsible for all parish financial record keeping; including, but not limited to the reconciling of deposits, and bank statements, accounts payable and accounts receivable, as well as the maintenance of records for various ministries at the parish.

The Bookkeeper also tracks third party contracts with vendors to insure all charges are correct and in keeping with the parameters of the contracts.

The Bookkeeper, in conjunction with the Rector, Warden and Treasurer will be the responsible for preparation of the annual Parochial Report submitted to the Diocese of New York.

The Bookkeeper will work closely with the Parish Treasurer in the preparation of monthly Reports to the Vestry and Annual Reports to the Parish.

The Bookkeeper, with the Treasurer will prepare documents to be delivered to the assigned Auditor for Annual audit.

Position Requirements: (minimum formal education and number of years of directly related experience required)

- (Associates) Degree with minimum of 4 years of office administrative experience or high school diploma with minimum of 6 years' experience in an office environment preferred
- Demonstrated ability to communicate (verbal and written) effectively with clergy, community, visitors and families
- Must be well organized, self-directed and possess the ability to independently multi-task and to prioritize work.

Computer Skills Required:

- Demonstrated experience with Microsoft Office application Excel and the financial management software, QuickBooks.

Other Relevant Information:

- Expected Compensation for this position is \$20-25/hour commensurate with experience.
- Expectation is 3 hours/week; typically Tuesday, but can be flexible

St. John's is an Episcopal Church of the Diocese of New York, ministering in Pleasantville since 1853.

Please submit applications to The Rev. Mary B. Gregorius, Rector, St. John's Episcopal Church at mothermarystjohns@gmail.com.