

## GRACE CHURCH

### PART TIME CHURCH BOOKKEEPER

#### **Job Description:**

Develops system to account for financial transactions, by bookkeeping standards, and policies of church business practices.

#### **Qualifications / Experience:**

- Minimum of high school diploma/GED required, college credits in accounting, business administration
- At least 3 years basic office experience required.
- Capable of multitasking on a regular basis.
- Pays close attention to detail.
- Exhibits strong organization skills.
- Ability to clearly and effectively communicate information to parishioners and visitors.
- Must have patience and understanding when dealing with confused, grieving or difficult visitors to the office.
- Friendly and courteous, works well with a wide range of different personalities.
- Must have knowledge of Microsoft Word, Excel, Adobe & Gmail.
- Must be able to update website, Facebook and Instagram Pages.
- Cannot be a member of the Parish.
- Bi-lingual preferred but not required (Spanish/English).

#### **Responsibilities:**

- Oversee the receipt deposits, disbursement of the funds in corporation with church treasurer.
- Keep ledger of monthly income and expenses.
- Prepare monthly vestry treasurer's report.
- With the treasurer, monitor cash flow to meet obligations.
- Help with the Annual Budget Draft.
- Ensure all taxes and fees are paid.
- Prepare the payroll in cooperation of church administration treasure.
- Perform other duties assigned by the Priest-In-Charge/Rector.

This is a part time position:

It will require a 20-hour work week.

Schedule is flexible but once determined must be published and adhered to as much as possible. Sunday mornings are also expected from 9:00 am to 12:00 noon.

Salary is based on experience and start \$22,000, for an annual bonus for exceptional service.

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Qualified applicants can send their cover letter and resume to:

Father Gary Parker, Interim Priest, via email: [frparkergrace1702@gmail.com](mailto:frparkergrace1702@gmail.com), or via USPS:

The Parish of Grace Church,  
155-24 90<sup>th</sup> Avenue  
Jamaica, NY 11432.