

Trinity Episcopal Church
Parish Bookkeeper – Job Description
June 1, 2023

Position Overview:

This part-time position of approximately 24 hours per week ensures that church financial records are updated, timely, and accurate. Financial records include donor records, cash disbursements, accounts payable, payroll, financial reports on activities, budgets, donor restricted contributions, and disbursements. The Bookkeeper prepares yearly budgets, works directly with church staff to communicate status of budgeted expenditures, budget requests, and expenditure approvals according to church policy. The Bookkeeper works with confidential information and must respect the privacy and confidences of church staff, church members, and others working with a need to know about financial information.

Essential Job Functions/Responsibilities Include:

- Process payroll for church staff and part time employees and contractors such as musicians, including quarterly reporting as required by law;
- Prepare check for accounts payable timely and accurately;
- Maintain donor records accurately with timely reporting to contributors about the status of pledges to the church and other giving;
- Prepare monthly, quarterly, and annual financial reports in a format that meets the requests of the Finance Committee and the diocese;
- Coordinate fundraising requests with the Finance Committee and church policy;
- Meet regularly with the church Treasurer, and at least monthly with the Finance Committee, to report on financial activities, status, and forecasts;
- Work with the Stewardship Committee to ensure timely campaigns for requesting next year pledges from the church members and those who attend;
- Maintain records of donor-specific gifts and ensure that disbursements are appropriate to donor expectations and that reporting is accurate and timely;
- Maintain confidentiality of the information learned and used;
- Coordinate with clergy requests for Benevolence and Compassion ministries, including record keeping;
- Work with counting team to count Sunday morning tithes and offerings;
- Post online contributions to donor's giving statements;
- Must complete SafeGuarding Training (paid) and pass a background check

Core Competencies:

- Regular and reliable attendance consistent with church policy and applicable law;
- Customer / Client focused ability to communicate proficiently;
- Proficiency with MS Office including Excel, Word, and Outlook;
- Experience with a church database system. REALM/ACS preferred.
- Knowledge of payroll reporting requirements;
- Knowledge of bookkeeping and basic accounting rules.

Work Environment:

The work environment is a professional office arrangement. As a church, it is important to convey a serving attitude and accommodating spirit to our members, guests, and other people who interact with the church.

Position Type and Expected Hours of Work:

This is a part-time position of approximately 24 hours. The weekly schedule is to be determined with the rector and will be within normal business hours of Monday through Thursday, 9:00 am to 3:00 pm. Evening hours may be required for one monthly meeting. If a weekend day is necessary, flexibility of which weekdays to take off is offered.

Required Education and Experience:

- College education preferred
- Accounting / Bookkeeping courses required
- Prior experience with payroll required
- Prior experience with Realm/ACS preferred

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, responsibilities, or requirements that are necessary for the employee for this job. Duties and responsibilities may change at any time and with or without notice. Ability to be a team player and flexible in fulfilling needs as requested or as observed is expected where possible.

Interested in applying for this position or have questions?

Please send a resume to careers@fortworthtrinity.org

Job Type: Part-time

Salary: \$17.95 - \$21.62 per hour

Physical setting:

- Office

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Fort Worth, TX 76109: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Bookkeeping: 1 year (Preferred)

Work Location: In person