

Full Charge Bookkeeper - Nonprofit Organization

All Saints by-the-Sea Church is seeking an experienced, detail-oriented Full Charge Bookkeeper to support the financial operations of our Church and Parish School. This full-time position is ideal for a professional with strong accounting skills, and a commitment to accuracy, confidentiality, and mission-driven work.

Key Responsibilities

- Manage day-to-day bookkeeping functions. Including accounts payable, accounts receivable, deposits, reconciliations, and general ledger entries.
- Prepare accurate monthly financial reports, including income statements, and actual-to-budget reports.
- Process payroll and maintain related records in compliance with applicable requirements.
- Assist with budgeting, audit preparation and monthly financial reporting to all committees and Vestry.
- Maintain organized financial records and support internal controls, transparency, and accountability.
- Coordinate with staff, leadership, Treasurer, committees, outside auditor, and vendors as appropriate.

Qualifications

- Collegiate-level knowledge of accounting principles is required; coursework or a degree in accounting, finance, or a related field is preferred.
- Prior bookkeeping or comparable accounting experience is strongly preferred.
- Experience with nonprofit accounting such as funds and restricted funds is preferred.
- Proficiency with accounting software such as QuickBooks and Microsoft Excel is required.
- Strong attention to detail, discretion, reliability, and ability to work independently.
- Clear communication skills and the ability to prepare financial information for non-financial audiences.

Schedule and Compensation

This full-time position is approximately 40 hours per week. Compensation is commensurate with experience and includes benefits and retirement plan participation. Some duties may be performed remotely; however, most work must be completed at the church office located at 83 Eucalyptus Lane, Santa Barbara, CA.

To Apply

Please submit a resume and brief cover letter and send via email to Jobs@ASBTS.org.