Church Accountant

20 hours per week; hours are flexible but must be performed on site. Infrequent night or weekend hours may be necessary.

Will perform all aspects of the budget, payroll and financial transactions and human resource functions working closely with the Rector, church staff, volunteers and the finance committee. Processes payroll and invoice payment disbursements on a weekly basis. Prepare all reports to meet the needs of the Vestry. Prepare financial reports and/or supporting work papers to easily track information pertaining to the budget with specific emphasis on special events. Reconciles bank accounting transactions related to deposits. Assists in the preparation of annual operating budget requests. Conducts special costs and/or budgetary studies, analyzes findings and prepares proposals concerning accounting improvements, contract renewals or purchasing processes. Primary contact for annual audit including the preparation of audit materials for review. Other administrative duties to be determined.

The ideal candidate is forward-thinking and shows a propensity to handle shifting technologies well. We're looking for an individual with experience in fulfilling these tasks within similar sized organizations, ensuring these financial operations are processed and reported with accuracy and integrity. Bachelor's degree in accounting is preferred. Must be an independent worker and self-starter.

Software: Excel and QuickBooks experience required. Gusto payroll and Power Church experience a plus.

To apply, contact Rochelle Prince, Sr. Warden at srwardent@stjoesweb.org