

Job Summary

This position of Bookkeeper performs a variety of duties directly related to data input, analysis and processing of accounts receivable and accounts payable for a religious organization in the District of Columbia. This position holds primary responsibility for recording and monitoring all financial transactions of the church.

Essential Functions

1. Uses discretion and personal judgement when dealing with sensitive and confidential matters involving parishioners and others as it relates to their special needs and concerns.
2. Records and monitors all financial transactions by the Church including the following:
 - a. Processes receipts
 - i. Posts weekly contributions and other cash receipts
 - ii. Prepares weekly cash receipts reports
 - iii. Provides acknowledgements of contributions
 - b. Produces checks for operating accounts
 - i. Obtains appropriate signatures
 - ii. Issues checks
 - iii. Makes bank deposits of Alms Discretionary Funds
 - c. Sets up Fund Accounts
 - d. Makes all necessary Journal entries
 - e. Monitors Cash Flow accounts
 - f. Reconciles bank statements for all accounts except Alms Discretionary
 - g. Creates Accounts Receivable and Accounts Payable files
 - h. Maintains control of Petty Cash. Makes small disbursements and replenishes as necessary.
 - i. Processes Payroll
 - i. Provides pay data for new personnel
 - ii. Provides biweekly pay data such as work hours, salary, withholding information and leave usage
 - iii. Receives biweekly, monthly, quarterly, and yearly Payroll Data Reports
 - iv. Receives payroll checks, obtains appropriate signatures and issues checks
 - v. Handles direct deposit requests of payroll checks
 - vi. Reconciles payroll data
 - vii. Makes journal entries for biweekly pay data
 - viii. Received vendor prepared Form W-2 and 1099. Mails appropriate forms to addresses

- ix. Prepares additional Forms W-2 and 1099 as necessary. Mails Forms to proper addresses. Prepares for m 1096 for Treasurer's signature and mails to proper address
- 3. Coordinates with Treasurer, as required, ensuring a smooth and accurate accounting of receipts and payables. Produces monthly Income and Expense Reports. Serves as a member of the Finance Committee.
- 4. Establishes, maintains and monitors a centralized filing system of financial related documents such as contracts, tax and insurance documents.
- 5. Assist with providing annual data for Parochial Report submitted to the Diocese.
- 6. Purchases special supplies and keeps abreast of stock on hand:
 - a. Special envelopes for mail out of Contribution Statements
 - b. Voucher forms used to support paper trail of checks produced
 - c. Check forms for the production of checks
 - d. Tax forms W-2 and 1099 for internal payroll and vendors
- 7. Communicates with the Auditor contracted to handle annual audit of the Church's financial records. Provides all requested financial data
- 8. Performs various other duties in relationship with operating Financial systems and processes as assigned by the rector.