



St. Patrick's Episcopal Church

Job Title:	Bookkeeper	Job Category:	Accounting
Location:	4700 Whitehaven Parkway, NW	Start Date	January 2021 (or earlier)
Level/Salary Range:	\$30/hour negotiable based on experience	Position Type:	Part-time 10-15 hours per week (time and day negotiable)

Applications Accepted By: The Rev. Dr. Kurt Gerhard, Rector through November 30, 2021

E-mail: kurt@stpatrickschurchdc.org Subject Line: Job Posting (Part-Time Bookkeeper)	Mail: The Rev. Dr. Kurt Gerhard 4700 Whitehaven Parkway, NW Washington, DC 20007
---	--

Job Description

Job Purpose:

Maintains records of financial transactions by establishing accounts; posting transactions.

Duties:

- Develops system to account for financial transactions by refining a chart of accounts; defining bookkeeping policies and procedures in consultation with Rector and Treasurer.
- Maintains subsidiary accounts by verifying, allocating, and posting transactions.
- Balances subsidiary accounts by reconciling entries.
- Maintains general ledger by transferring subsidiary account summaries.
- Balances general ledger by preparing a trial balance; reconciling entries.
- Maintains historical records by filing documents.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Contributes to team effort by accomplishing related tasks as needed.
- Prepare on a monthly basis financial reports (Balance Sheet, Income Statement, and EMC Cash Statement) for the Treasurer.
- Prepare a check register for the Treasurer review on a monthly basis.
- Provides necessary files and reports to auditor for annual review.

Skills/Qualifications:

- Developing Standards, Analyzing Information, Reporting Results, Data Entry Skills, Accounting Rules, Attention to Detail, Confidentiality, Thoroughness
- Bookkeeping experience with Fund Accounting experience preferred
- Proficiency in QuickBooks